

AGENDA

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

November 20, 2006
Aldermen O'Neil, Lopez,
Smith, Forest, DeVries

5:30 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Update to be presented by Diane Prew, Director of Information Services of the City's Municipal Network.
4. Request of Alderman Duval relative to public posting of ownership information for non-owner occupied multi-family buildings.
5. Discussion relative to political sign placement ordinance.
6. Communication from Deputy Chief Simmons relative to his concerns of a request of Todd Tousley for a business license to open a restaurant at 96 Hanover Street (former Stage Door Café).
Ladies and Gentlemen, what is your pleasure?
7. Request of Peter Ramsey of The Palace Theatre to hang a banner across Hanover Street from November 20th to December 23rd.
Ladies and Gentlemen, what is your pleasure?
8. Communication from the Chamber of Commerce request the City's DSL service be extended to the Manchester welcome and Information Center located at Merrimack and Elm Streets.
Ladies and Gentlemen, what is your pleasure?

9. Communication from the Alcohol, Tobacco and Other Drug Task Force requesting the Board consider a licensing process that businesses not allow unaccompanied minors to be in the presence of alcohol in the later evening hours.

Ladies and Gentlemen, what is your pleasure?

10. Communication from Chuck Hungler regarding Manchester Employees' Contributory Retirement System suggesting there should be negotiations between the City and the Retirement System for COLA's and that the Board consider the unfair position of deducting employee's share of health subsidy from part-time employees who cannot apply for health insurance on retirement.

Ladies and Gentlemen, what is your pleasure?

11. Request of the Board of Mayor and Aldermen that the Committee review the Noise Ordinance as it relates to noise levels and consideration of consistency with State law.

Ladies and Gentlemen, what is your pleasure?

12. Communication from Leo R. Bernier, City Clerk, regarding discussion of a city-wide licensing permitting process.

Ladies and Gentlemen, what is your pleasure?

13. Communication from Manchester Community Access Media (MCAM) requesting allocation of a fourth PEG channel.

Ladies and Gentlemen, what is your pleasure?

14. Continuing discussion regarding centralized purchasing administration, fleet management and various communications received from the Finance Department items enclosed as follows:

- a) original communications and report from Finance regarding purchasing activities in comparable cities;
- b) cell phone/pager analysis submitted by Finance;
- c) centralized purchasing for printing needs submitted by Finance;
- d) W. B. Mason Analysis submitted by Finance;
- e) P-Card vendor list;
- f) P-Card Analysis and Performance Tracking Sheet submitted by Finance; and
- g) departmental responses regarding cell phone policy proposal and reports regarding centralized purchasing.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

15. Communication from Thomas Arnold, Deputy City Solicitor, providing an update on the status of cable casting origination points.
(Tabled 11/22/2005 pending further information from the Board of School Committee. Communication from Solicitor's office dated 11/09/2006 submitting minutes of School Board and Committee meetings dated 06/14/2006 and 07/10/2006 enclosed.)
16. If there is no further business, a motion is in order to adjourn.



John A. Jaskolka
Chief

City of Manchester

Police Department

Ralph Miller Public Safety Center
351 Chestnut Street Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission

Calvin T. Cramer
John J. Tenn
Nury Marquez
Thomas D. Noonan
Thomas J. Hammond

Deputy Chiefs

Glenn S. Leidemer
Gary T. Simmons
Marc P. Lussier

Executive Secretary
Kim Demers

November 6, 2006

Alderman Daniel O'Neil
Committee on Administration
One City Hall Plaza
Manchester, NH 03101

Re: Business License request - Penuche's Ale House 96 Hanover St.

Chairman O'Neil
Committee on Administration

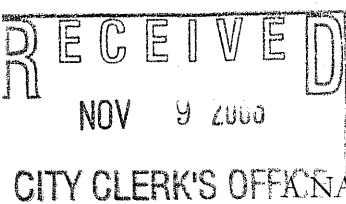
The city has received a request from Mr. Todd Tousley of Keene, NH for a business license to open a restaurant at 96 Hanover Street, the former Stage Door Café. At this time the department is reluctant to sign off on this business license and would suggest Mr. Tousley go before the committee to discuss his plans and manner of operation.

Mr. Tousley's intent is a restaurant with full service liquor license, d.b.a. Penuche's Ale House. I have reviewed the application filed by Mr. Tousley and I am aware that he owns three other locations going by a similar name in Keene, Concord and Nashua NH. I have contacted the State Liquor Commission and received copies of each establishment's record for review.

It is clear that each have various liquor law violations to include the lack of food service, over serving of alcohol and similar offenses. I also checked with the police departments of the respective towns and although the calls for service were not remarkable, they described these establishments as "beer joints" and did not consider them restaurants. They described each establishment as a bar with a set of regular customers and occasional bar fights.


I would suggest that Mr. Tousley's business record with the SLC questions his ability to properly run a full-scale restaurant and liquor establishment without adding a burden to the neighborhood it does business in. A poorly run establishment could certainly negatively affect Hanover Street, commonly known as the theatre district of the city.

I did have occasion to meet with Mr. Tousley and conveyed my concerns to him. He understood the department's reservation with granting a license and suggested this was his attempt to run a full service restaurant. However, when questioned for details, his plan remained vague including the type of entertainment he planned on pursuing later in the evenings.



Given these reservations I advised Mr. Tousley I would suggest he meet with the committee and explain in detail his plan for a business in this neighborhood.

Sincerely,



Gary T. Simmons
Deputy Chief – Administration

cc: City Solicitor
Office of the Mayor
Matt Normand

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Mail: 103 So. Lincoln St., Keene 03431
Form # 45

State of New Hampshire
N.H. STATE LIQUOR COMMISSION

WARD 1

Name Penuche's Ale House

Issued to Todd Tousley, Pres Penuche's Inc. 5/94

Address 199 Baker St -- 91 Marlboro St
~~Cnr Marlboro and Adams St.~~

City/State Keene 03431

Home 352-3629

Telephone # 352-9839

SPI 4/3/63 2/28/94

Year	License Number	License Type	Year	License Number	License Type
30/90	440103	Rest P			
5/91	440103	Rest BW			
5/92	440103	Rest BW			
5/93	440103	Rest BW			
5/94	440103	Rest BW			
5/95	440103	Rest BW			
5/96	440103	Rest BW			
5/97	440103	Rest BW			
3/98	440103	Rest BW			
3/99	440103	Rest BW			
3/00	440103	Rest BW			
3/01	440103	Rest BW			
3/02	440103	Rest BW			
3/03	440103	Rest BW			
3/04	440103	Rest BW			
3/05	440103	Rest BW			
3/06	440103	Rest BW			

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REMARKS

9/12/90 179:17, IV-consumption of alc bev allowed after the legal hour or 1:30 am
 9/24/90 Susp 178:3-a/178:3-4/181:4
 9/29/90 REGRANT
 10/31/91 V Wrn 91-64-0035/001932-175:1, LIX-no food at restaurant
 3/8/94 \$150.00 Fine 94-51-0004-175:1, LIX/178:18, II/706.38/707.09-alc bev served w/o food
 being available & with no kitchen area available for food service-alc bev served in
 unapproved areas
 7/5/94 \$200.00 fine DOV 6/24/94 94-51-0017-179:26, II/179:27, I & III-allowed over the maximum
 capacity of the permit of assembly in premises-patrons allowed to be served alc bev whi
 not seated or standing at the bar or drink rails-alc bev served in unapproved area
 4/5/95 \$400.00 fine DOV 3/17/95 95-80-0008-179:26, II/179:27, I/179:27, III/404.02-alc bev
 served to patrons not seated at tables or seated or standing at the bar or drink rail-
 alc bev consumed in unapproved areas patrons allowed to congregate in aisles and areas
 of ingress/egress
 11/6/95 \$300.00 fine DOV 10/13/95 95-84-0018-179:27, III/404.02-did allow patrons to congregate
 & consume alc bev in aisles/areas ingr/egr-did allow premises to become overcrowded
 5/25/96 V Wrn 96-84-0014-179:39, I-more than 20 oz beer served to 1 person at 1 time
 2/27/97 \$250.00 fine DOV 2/6/97 97-84-0008-179:5, I-alc bev served to intox person
 2/18/98 \$500.00 fine DOV 1/30/98 98-84-0008-179:5, I-alc bev served to intox person
 10/7/98 \$750.00 fine DOV 9/4/98 98-84-0131-179:5, I-alc bev served to 2 intox person
 10/3/98 V Wrn 98-84-0149-179:5, I-alc bev served to underage person-20
 10/28/99 \$250.00 fine DOV 7/30/99 99-514-ROV-alc bev served to underage person-20-179:5, I

3/29/00 \$500 FINE DOV 2/26/00 00-144-ROV-179:5, II-ALLOWED UNDERAGE PERSON-19-TO POSSESS/CONST
 ALC BEV. (aob)

6/19/00 \$1250 FINE (\$1000 FOR 179:5, I, \$250 FOR 179:51, \$250 FOR 179:20, II W/\$250 SUSP FOR 1Y
 GB) DOV 5/13/01 00-248-ROV - 179:5, I-PROHIBITED SALES TO INTOX, 179:51-DISORDERLY
 PREMISE AND 179:20, II - EMPLOYEE RESTRICTIONS. (aob)

5/30/01 \$750 FINE (\$500 FOR 179:5, I & \$250 BROUGHT FORWARD FROM 6/19/00) DOV 5/2/01 01-256-RO
 179:5, I-PROHIBITED SALES TO INTOX. (AOB)

II/5/01 \$750.00 FINE. DOV 10/14/01. 01-546-ROV. 179:5, II-ALLOWED MINOR TO POSSESS/CONSUME ALC
 BEV ON THE PREMISE. (AOB).

4/11/02 \$2000.00 fine and 25 day suspension to commence on Monday, April 15, 2002 with a
 a regrant of Friday, May 10, 2002. DOV 11/28/01 01-663-ROV 179:5 II - allowed alc bev
 to be possessed or consumed by an underage person (20).

4/11/02 \$1000.00 fine. DOV 1/27/02 02-52-OF 179:20 II - reduced to a V Wrn - allowed an
 employee to consume alc bev while working; 179:5I - sold alc bev to an intox. person;
 179:50 I - allowed a person who was intox. and disorderly to loiter. mdm

10/26/02. Verbla Warning. 02-263-ROV. 179:27 - drinking in areas not approved by the Commissi

1/7/04. \$250.00 fine. DOV 12/8/03. 178:20 II - failed to meet rest. requirement, did no
 have suff. food for 20 persons, food not prepared by licensee, did not hold themselves

out to public as a place where meals were regularly prepared and served. 03-277-ROV

12/1/04. \$250.00 for 179:27, \$250.00 for 179:26 and a Verbal warning for 179:23 IV. DOV
 DOV 9/16/04. G4 -359-OF. 179:27 - patrons consuming alc bev in areas not approved by the

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103 So. Lincoln St., Keene 03431

State of New Hampshire

N.H. STATE LIQUOR COMMISSION

Name Penuche's Ale House

Issued to Penuche's Inc/Todd Tousley, Pres

Address 16 Bicentennial Sq

City/State Concord 03301

Telephone # 228-9833 SPT 2/28/94

[illegible]

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REMARKS

continued from card 2 - case 04-359-OF. 179:26 - exceeding the lawful limit (overcrowding)
and 179:23 IV - failed to have an affidavit for the bartender on file with the Commission.
9/11/06 V Wrn 06-180-ROV 178:20, II/179:23, IV-food not being adv-PIC affidavit not on file

REMARKS

6/1/00 V Wrn 00-258-AR-179:20,II-employees consuming alc bev while on duty (bandmembers)

8/3/00 V Wrn 00-400-ROV-179:20/179:27-employees(entertainers) consuming while working-allowed
consumption of alc bev in areas not approved for consumption

9/17/03. \$250.00 fine. DOV 8/9/03. 03-411-OF. 178:18 IV - alc bev removed from the licensed
premise by the patrons. mdm

6/30/04. \$250.00 fine and mandatory MTS for owner/gm w/i 30 days. 04-129-OF. 179:5 I - sold
beer to a minor age 20. STING. DOV 5/5/04. mdm

10/30/05 V Wrn 05-323-ROV 179:31/179:20-did adv happy hour-employee-entertainer-consuming whi
working pjp

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Form # 45 MAIL: 100 S. Lincoln St., Keene 03431
State of New Hampshire
N.H. STATE LIQUOR COMMISSION
ail: 100 S. Lincoln St, Keene 03431

Form # 45
State of New Hampshire
N.H. STATE LIQUOR COMMISSION
103 S. Lincoln St, Keene 03431

Name Penuche's Ale House

Issued to Penuche's Inc/Todd Tousley, Pres.

Address 4 Canal St

City/State Nashua 03060

Telephone # 595-9831

SPI 2/28/94

[illegible]

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REMARKS

8/27/96 V Wrn 96-62-0040-178:18, II-did not have food available when open for business/bev served

10/23/96 V Wrn 96-62-0046-178:18, II-open for business-food lacking

9/27/97 V Wrn 97-84-0065-179:27, II/503.04-food being consumed not prepared by licensee-patron consuming /congregating in unapproved areas

10/25/97 V Wrn 97-62-0031-179:5, I-alc bev served to intox

10/25/97 V Wrn 97-62-0032-179:5, I-alc bev served to intox person

2/27/98 \$250.00 fine 98-62-0004-179:17, IV-did allow alc bev consumption more than 30 minutes after expiration of legal hour of service

5/6/98 \$500.00 fine \$250.00 for each count of 179:5, I DOV 3/14/98 98-62-0015-179:5, I (2 counts) alc bev served to 2 intox persons-179:23, IV (recorded as V Wrn)-unapproved PIC

8/24/98 Susp \$750.00 fine DOV 5/8/98 98-62-0016-179:5, I-2 counts-alc bev served to 2 intox people

8/29/98 Regrant

1/20/99 \$1500.00 fine DOV 9/5/98 98-62-0034-179:5, I alc bev served to intox (\$1250); 179:5, II-did allow person under 21 to poss & consume (20) (\$250.00); 179:23, IV-did fail to have design. PIC (recorded as V Wrn) Employees must attend a TEAM prog. within 60 days of 1/20/99

3/4/00 V Wrn 00-125-ROV- 178:18,II RESTaurant food not available, 503.04 food del frm off-prm

3/12/01 \$500.00 w/\$250 susp for one yr pending no like violations-DOV 2/7/01-01-050-ROV-comm stated compliance by renewal or they will not renew
RSA 178:18-food ratio requirement 179:23,IV-unapproved person in charge

REMARKS

11/10/02. Verbal Warning. 02-277-ROV. 179:20 II - employee restrictions - employee drinking alc bev while working. mdm

6/19/03. Verbal Warning. 03-170-ROV. 179:54 II - beer tap did not have a handle/label on it.

1/7/04. \$750.00 fine. DOV 12/5/03. 03-274-ROV. 178:20 II - failed to meet rest. requirements insufficient food for 20 patrons, food was not prepared by licensee, licensee did not hold themselves to the public as a place where meals were regularly prepared and served. mdm

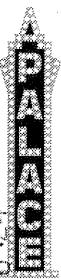
9/15/04. \$250.00 fine. DOV 8/13/04. 04-287-OF. 178:20 II - failed to follow minimum opening requirements, failed to have sufficient food available, food not prepared by licensee, did not hold themselves out to the public as a place where meals were regularly prepared and served.

12/1/04. \$250.00 fine. DOV 10/28/04. 04-397-OF. 179:17 - sold or served alc bev after the expiration of the serving hour. mdm

8/10/06 \$250 fine; 179:17 serving after hours; DOV 7/2/06; 06-301-OF; ncs.

RECEIVED
MANCHESTER CITY CLERK

NOV 13 11:24



MANCHESTER'S HISTORIC THEATRE

PALACE THEATRE

Where the arts come alive™

November 8, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Mr. Bernier,

The Palace Theatre is respectfully requesting permission to hang a banner across Hanover Street. The purpose of the banner is to advertise our upcoming Nutcracker and Christmas Carol performances. Similar to the Glendi banner, our banner would hang in front of the Palace Theatre and would be designed to withstand the elements.

We would like the banner to hang from November 20th to December 23rd. The Palace Theatre would be happy to pay any expenses incurred with the hanging and removal of the banner.

I look forward to hearing from you regarding our request. Please feel free to contact me directly should you have any questions.

Sincerely,

Peter Ramsey
President and CEO

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September 18, 2006



Mr. Stephen Hackley
Regional VP of New England Comcast
4 Lyberty Way
Westford, MA 01886



Dear Mr. Hackley,

I am writing on behalf of the Manchester, New Hampshire Welcome and Information Center; a joint project between the City of Manchester and the Greater Manchester Chamber of Commerce.

With this letter, I am asking for Manchester's DSL service to be extended to the Manchester Welcome and Information Center, located on the corner of Merrimack and Elm Streets in the heart of downtown Manchester.

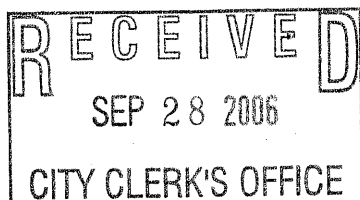
The Center provides telephone support for the City of Manchester and as such responds to a high volume of phone calls. Because the Center's computer is on a dial-up service, this makes providing important community information located on the web impossible to retrieve. Staples has generously donated a flat screen monitor and computer, so volunteers may be able to better respond to inquiries about our community; however, the irony is that because of the absence of DSL, we are unable to connect to the web more often than not.

I am appealing to you, because it is critical that the current problems in service at the Manchester Welcome and Information Center are solved as soon as possible. I ask you for assistance because I have tapped every available community resource known; and I, simply said, have not been able to solve the problem. Please help us do a better job for Manchester!

Sincerely,


Robin A. Comstock
President & CEO

Cc: Mayor Frank Guinta, City of Manchester
Judi Window, Chairperson, Tourism Committee



889 Elm Street, Third Floor • Manchester, New Hampshire 03101
P: 603.666.6600 • F: 603.626.0910 • W: www.manchester-chamber.org

NH'S LARGEST BUSINESS ASSOCIATION

CITY OF MANCHESTER ALCOHOL, TOBACCO, AND OTHER DRUG TASK FORCE

c/o City of Manchester Office of Youth Services
1528 Elm Street
Manchester, NH 03101
OYS@ManchesterNH.gov

July 5, 2006

The Honorable Frank C. Guinta, Mayor
The Honorable Michael Lopez, Chairman
Board of Mayor and Aldermen
One City Hall Plaza
Manchester, New Hampshire

Gentlemen and Madam:

We hope that this correspondence finds you well. We are writing on behalf of the Alcohol, Tobacco, and Other Drug Task Force.

At our April meeting, the Task Force discussed how Manchester might reduce the amount of underage drinking in our city, thus reducing the crime and anti-social behavior associated with and caused by that activity. There was one idea that we wish to refer to the Board of Mayor and Aldermen.

It was suggested that a stipulation be added to the municipal licensing process that all businesses must complete, that restaurants not allow unaccompanied minors to be in the presence of alcohol in the later evening hours. Nine o'clock at night was suggested as a stop time, subject to input from the restaurateurs with their greater knowledge of family dining patterns.

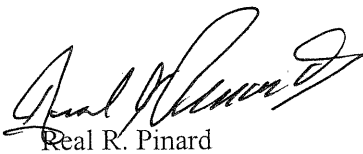
We think this stipulation merits consideration by the appropriate committee of the Board because it addresses several of the factors that have been of great concern:

- Large groups of underage youth coming onto the streets late at night
- Too many youth in the clubs to be fully supervised by the club personnel
- Youth being supplied with alcohol surreptitiously in the clubs by young adult friends
- Youth coming from out of town, even out of state, in large groups to attend the clubs
- Businesses competing for youth customers by glamorizing illicit activities.

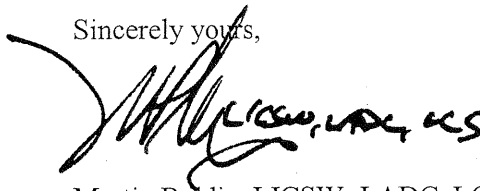
This approach does allow restaurants to continue to attract and serve families and parties of mixed underage and adult members. Such groups can celebrate together, with alcohol as part of the dining experience for the adults while the underage members are held to a limited, supervised period in the presence of alcohol.

We hope that this idea will be of interest to the Board of Mayor and Aldermen. Members of the Task Force are ready to explore the idea further with you.

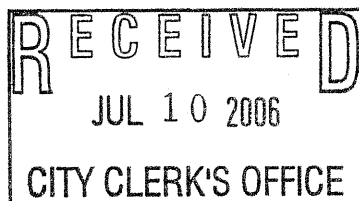
Sincerely yours,



Real R. Pinard
Alderman Ward 6



Martin Boldin, LICSW, LADC, LCS
Chairman, Alcohol, Tobacco, and Other Drug Task
Force



RRP & MP/dk

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Shea

SECONDED BY ALD. Duval

July 19, 2006

Board of Mayor & Aldermen
C/O Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

VOTED TO refer to the Committee on
Administration/Info. Systems

[Signature]
CITY CLERK *[Signature]*

for additional review and recommendation

Re: Manchester Employees' Contributory Retirement System back to the Board.

Honorable Members:

I am a Trustee of the City's Retirement System but am writing this letter as a voter and resident in Ward 1 of the City.

There has been a lot of discussion lately in regards the conflict of interest of City Officials serving on the Board. I think the bigger issue is the unilateral authority for the MECRS to bind the City for COLA's without any approval from the BMA.

First, let me say that the present composition of the MECRS Board is made up of seven very dedicated, conscientious members who take their job very seriously. (This might not be the case in the future). This year there was lively debate covering a few meetings regarding the granting of a COLA. Based on the Administrative Rules, an increase of 3.5% could have been given but the Board choose instead to grant a 2.25% COLA. For each 1%, the cost to the City would be \$600,000+/- without approval from the BMA. This will not affect the rate until 7/1/07. For your information, the rate the City pays for the year stating July 1, 2006 is 12.04% of which 1.41% is for the health subsidy.

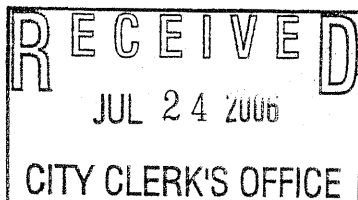
I feel as a citizen and taxpayer of the City that there should be negotiations between the MECRS & the City as to a COLA that is fair and equitable to both the retirees and taxpayers of Manchester before a rate is set. It is true that the plan will include a funding mechanism of 2% (of which 1% is included in the current rate). An additional .5% will be included in the next two years. This does not guarantee a COLA in future years but could be used to reduce the unfunded actuarial accrued liability which at December 31, 2005 was 77% and will probably go lower this year because of many factors such as SB 402 service upgrades, COLA's, investment returns and other uncertainties.

The BMA should also consider the unfair position of deducting the employee share of the health subsidy from part-time employees and then denying them the opportunity to apply for health insurance on retirement.

Very truly yours,

[Signature]

Chuck Hungler
355 Straw Hill
Manchester, NH 03104



DRAFT

- H. Communication from Chuck Hungler relative to the Manchester Employees' Contributory Retirement System authority to bind the City for COLA's without BMA approval and the health subsidy as it relates to part-time employees.

Alderman Shea stated this was a letter that was sent by one of the Retirement Board Trustees and my concern at this time, your Honor, is the City is...we are not making decisions regarding the COLA's and I think that one of the problems that we have is that we are...I don't want to use the use "held hostage" but we have to, at this stage, accept whatever these people that serve on the Board and according to the letter they're very reliable and hard working but obviously they do not reflect the feelings necessarily of the Board of Mayor and Aldermen. My thoughts, your Honor, run along the lines that maybe the City should appoint or select or nominate or have someone from the City as a consultant to examine whether or not this particular situation is in the best interest of and I hate to keep using the word taxpayers but the people of Manchester who have to pay the additional monies that are voted when there is not enough money in the Retirement Fund that these people have and to examine and see whether or not possibly the Board of Mayor and Aldermen may make a suggestion so that future City employees may be eligible for State Retirement rather than City Retirement and so that's a thought that has gone through my mind as well as other people I'm sure that work in Finance and so forth.

Mayor Guinta interjected I think it's an excellent idea.

Alderman Shea stated the second point that he mentioned is the fact that people in the City are contributing to a fund that they will never realize any kind of benefit from. In other words, money is being taken away from people for health benefits they can't possibly receive so this would be another way of trying to solve the situation by having someone examine it and come to us or come back to us for

DRAFT

suggestions or thoughts or ideas so I'm making that, your Honor, as part of my motion that we try to go forward with that.

Mayor Guinta asked would you include in that motion to refer to the appropriate Committee which would be Administration for additional review and then a recommendation back to the full Board but I think it's worthy of discussion.

Alderman Shea replied sure.

Alderman Duval duly seconded the motion.

Alderman O'Neil stated I thought you told me that Committee wasn't going to do much you seem to like to throw a lot of...

Mayor Guinta stated Alderman O'Neil I know there was a reason you are in the position you are.

Alderman Shea interjected may I add my colleague will do a great job directing that particular process.

Mayor Guinta called for a vote on the motion. There being none opposed, the motion carried.

7. Nominations to be presented by Mayor Guinta, if available.
8. Confirmation of the nomination of A. Joseph Dion to fill a vacancy

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

The Committee notes that it has requested the Committee on Administration to review the Noise Ordinance as it relates to noise levels, and to consider consistency with State law in that review.

(Unanimous vote on this request)

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen

held Sept 5, 2006 on a motion of Ald. O'Neil

duly seconded by Ald. Duval the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~


City Clerk



Clerk of Committee

IN BOARD OF MAYOR AND ALDERMEN.
SEPTEMBER 5, 2006.
ACCEPTED. RECEIVED. ADOPTED.

A TRUE RECORD. ATTEST.


CITY CLERK

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen

held July 11, 2006 on a motion of Ald. O'Neil

duly seconded by Ald. Long the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L.R. Bernier

City Clerk

Clerk of Committee
[Signature]

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

Chapter 94: Noise Regulations

Section

General Provisions

- 94.01 Purpose
- 94.02 Scope
- 94.03 Definitions
- 94.04 Enforcement
- 94.05 Measurements
- 94.06 Submission of Fees

Minimum Standards

- 94.10 Noise Levels
- 94.11 Exemptions
- 94.20 Motor Vehicles

Administration and Enforcement

- 94.40 Noise Variance Board
- 94.42 Application Procedures
- 94.43 Prohibited Conduct
- 94.44 Penalties

Statutory reference:

Authority of city to regulate noise, see R.S.A. 47:17 II & XV.

GENERAL PROVISIONS

§ 94.01 PURPOSE.

It is the policy of the Board of Mayor and Aldermen of the City of Manchester to protect, preserve and promote the health, safety, welfare, peace and quiet of the citizens of Manchester through the reduction, control and prevention of noise. It is the intent of this ordinance to establish standards that will eliminate and reduce unnecessary environmental noise throughout the community which may be physically harmful or otherwise detrimental to individuals and the community in the enjoyment of life, property and the conduct of business.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

§ 94.02 SCOPE.

This ordinance shall only apply to noise originating within the city limits of the City of Manchester, NH that is traveling in the atmosphere or environment. This ordinance shall apply to all bodies of water within the city limits of the City of Manchester, irrespectively if they flow through or are contained partially or entirely within the city limits.

§ 94.03 DEFINITIONS.

For the purpose of this title, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AMBIENT SOUND LEVEL. The A-weighted sound level of all sound associated with a given environment, exceeded ninety percent (90%) of the time measured and being a composite of sounds from many sources during the period of observation while the sound from the noise source of interest is not present.

ANSI. The American National Standards Institute.

ANSI S SERIES STANDARDS. Those ANSI standards relevant to sound, acoustics, shock, vibration and bioacoustics.

A-WEIGHTED SOUND PRESSURE. The sound pressure level as measured with a sound level meter using the A-weighting network. The standard notation is dB(A) or dBA.

COMMERCIAL POWER EQUIPMENT. Any equipment or device rated at more than five horsepower and used for building repairs or property maintenance excluding snow removal equipment.

COMMERCIAL PREMISES. Any land parcel with buildings where the use of less than fifty percent (50%) of the gross floor area meets the definition of residential premises. Includes locations of various scale operating as retail, automotive use, restaurant, governmental, financial, entertainment and cultural and shopping centers as identified pursuant to the Manchester Zoning Ordinance.

CONSTRUCTION EQUIPMENT. Any device or mechanical apparatus operated by fuel, electric, or pneumatic power in the excavation, construction, repair, or demolition of any building, structure, land parcel, street, alley, waterway, or appurtenance thereto.

DECIBEL. A logarithmic unit of measure often used in measuring magnitudes of sound. The symbol is dB.

DOMESTIC POWER EQUIPMENT. Any equipment or device rated at five (5) horsepower or less and used for building repairs or grounds maintenance excluding snow removal equipment.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

EMERGENCY VEHICLE. An authorized motor vehicle that has sound warning devices such as whistles, sirens and bells which can lawfully be used when responding to an emergency, during a police activity or which is required by state or federal regulations (i.e., reverse alarms).

EMERGENCY WORK. An activity made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from exposure to imminent danger. It includes work by private or public entities for providing or restoring immediately necessary service as well as all situations deemed necessary by the city.

EMERGENCY POWER GENERATOR. The equipment used to generate electrical power in the event of an interruption, malfunction or failure of the electrical power supplied by the service provider.

GROSS FLOOR AREA. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.

INDUSTRIAL PREMISES. Any premise where the production of goods, materials or knowledge takes place. May include locations for manufacturing, warehousing, research and development, distribution or other selected offices as identified pursuant to the Manchester Zoning Ordinance.

MOTOR VEHICLE. Any vehicle that is self-propelled, used primarily for transporting persons or property upon public roadways and required to be licensed according to motor vehicle registration laws. The term motor vehicle shall not include: aircraft, watercraft, motor vehicles operated on private property for recreational or amusement purposes, vehicles used exclusively on stationary rails, or specialized utility vehicles normally used only on private property in the daily course of business such as forklifts, and pallet movers.

NOISE. Any sound that exceeds the standards set forth in this chapter, annoys or disturbs a reasonable person of normal sensibilities, or causes or tends to cause any adverse psychological or physiological effect on humans.

NOISE VARIANCE. Specific relief from the terms of this chapter as granted by the Noise Variance Board.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

PERSON. An individual, corporation, partnership, association, organization or similar entity.

PREMISES. Any building, structure, land, utility or portion thereof, including all appurtenances, and shall also include yards, lots, courts, inner yards and real properties without buildings or improvements, owned or controlled by a person.

PROPERTY LINE. The real or imaginary line and its vertical extension which separates real property owned or controlled by any person from contiguous real property owned or controlled by another person. The vertical and horizontal boundaries of a dwelling unit in a multi-dwelling unit building, condominium, or townhouse complex shall not be considered property lines separating one (1) property from another.

PUBLIC PREMISES. All real property including appurtenances thereon which is owned or controlled by any governmental entity and shall include streets, alleys, parks and waterways.

RECEPTOR PREMISES. The premises (residential, commercial, industrial, or public) as listed in Table A which is receiving noise emitted from the source premises after crossing one or more property lines. Also referred to as the receiving premise.

RESIDENTIAL PREMISES. Any premises where single or multiple dwelling units exist and shall include primary schools, churches, nursing homes and similar institutional facilities including any commercial premises where the use of more than fifty percent (50%) of the gross floor area meets this definition of residential premise.

SOUND. An oscillation in pressure, stress, particle displacement and particle velocity which induces auditory sensation.

SOUND LEVEL METER. An apparatus for the measurement of sound levels. The sound level meter shall be of a design and have the characteristics of a Type 2 or better instrument as established by the American National Standards Institute, publication S1.4 entitled Specification for Sound Level Meters.

SOUND PRESSURE LEVEL. Twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of a sound to the reference pressure of twenty (20) micronewtons per square meter (20×10^{-6} Newtons/meter²) and is expressed in decibels (dB).

SOURCE PREMISES. The premises (residential, commercial, industrial, or public) as listed in Table A that is emitting noise that is crossing one or more property lines and impacting the receptor premises.

SNOW REMOVAL EQUIPMENT. Any equipment used for removing snow from land or building surfaces and shall include snowplows, snow blowers, snow sweepers, and snow shovels.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

TABLE A. The reference table contained in § 94.10 of this chapter that details the maximum allowable noise levels for all premises in the City of Manchester, including a time of day allowance. Measurements of noise levels are made at the property line of the receiving premises.

TABLE B. The reference table contained in § 94.20 of this chapter that details the maximum allowable noise levels for all motor vehicles operating in the City of Manchester during any time of the day or night. Measurements of noise levels are made twenty-five (25) feet from the source motor vehicle.

TREE MAINTENANCE EQUIPMENT. Any equipment used in trimming or removing trees only and shall not be limited to chainsaws, chippers and stump removers.

§ 94.04 ENFORCEMENT.

The Chief of Police or his designee shall have and exercise the power to enforce the provisions of this title. Licenses or permits issued pursuant to this title shall also be enforced by a designee of the Office of the City Clerk. Enforcement shall include entering areas of public access or operation, free of charge, to ensure compliance and issuance of citations for any violations with penalties to be assessed as provided in §94.44 of this title.

§ 94.05 MEASUREMENTS.

For the purposes of this ordinance, the measurement of all physical parameters or entities associated with acoustics, sound, noise, or vibration shall comply with the most recent S series standards of ANSI, American National Standards Institute, Standards for Sound, Acoustics, Shock and Vibration, Bioacoustics. Furthermore, all physical parameters, or entities determined or calculated from such measurements relevant to acoustics, shock, vibration or bioacoustics shall be determined or calculated in accordance to the most recent S series standards of ANSI where so applicable.

§94.06 SUBMISSION OF FEES.

Fees for permits, applications and licenses shall be submitted with the applications under this chapter and shall be considered nonrefundable.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

MINIMUM STANDARDS

§ 94.10 NOISE LEVELS.

Noise levels shall be measured at any point along the property line or within the property line of the receiving premises to determine compliance of the source. When it is determined that the ambient sound level at the receiving premises equals or exceeds the maximum allowable sound pressure level specified in Table A, then the ambient sound level is the standard which cannot be exceeded by the source. The following table identifies allowable noise levels within various areas throughout the City:

TABLE A

Maximum Allowable Noise Levels (in dBA) with Time of Day Allowance

	Receptor Premises							
	Residential		Commercial		Industrial		Public	
Source Premises	7am-10pm	10pm--7am	7am--10pm	10pm--7am	7am--10pm	10pm--7am	7am--10pm	10pm--7am
Residential	55	50	65	60	80	75	75	70
Commercial	55 [60]	50 [60]	65	60	80	75	75	70
Industrial	55 [65]	50 [65]	65	60	80	75	75	70
Public	55 [60]	50 [60]	65	60	80	75	75	70
Body of Water	55	50	65	60	80	75	75	70
<i>(The numbers in brackets are the allowable limits that comply with § 94.11 (N) Exemptions.)</i>								

§ 94.11 EXEMPTIONS.

The maximum permissible sound pressure levels as specified in Table A shall not apply to sounds emitted from:

- (A) Any bell or chime from any building clock, school or church, not including any amplified bell or chime sounds emitted from loudspeakers.
- (B) Any siren, whistle or bell lawfully used by emergency vehicles or any other alarm systems used in case of fire, collision, civil defense, police activity or imminent danger.
- (C) Any aircraft in flight subject to federal law regarding noise control.
- (D) Any ground-based aircraft activity including testing or engine run-up noise.
- (E) Any motor vehicles designed for and operated on public streets, alleys, highways or freeways that are regulated by Table B.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

(F) Any tree maintenance equipment operated upon a residential, commercial, industrial or public premises provided that operation of tree maintenance equipment between the hours of 9:00 p.m. and 7:00 a.m. shall not exceed the maximum noise levels as specified in Table A.

(G) Any construction equipment or activities in compliance with § 94.43 (F) of this ordinance.

(H) Any domestic power equipment operated upon any residential, commercial, industrial or public premises between 7:00 a.m. and 10:00 p.m. provided that such equipment does not exceed a sound pressure level of eighty (80) dBA when measured at the property line of the receiving premise.

(I) Any commercial power equipment operated upon any residential, commercial, industrial or public premises between 7:00 a.m. and 10:00 p.m. provided that such equipment does not exceed a sound pressure level of eighty-eight (88) dBA when measured at the property line of the receiving premise.

(J) The musical instruments of any school marching band while performing at any sporting event or marching band competition, and the musical instruments of any school marching band practicing on school grounds between the hours of 9:00 a.m. and 8:00 p.m. that do not exceed sixty-five (65) dBA when measured at the property line of the receiving residential premise.

(K) Following a snowstorm, snow removal equipment operated on any premises between the hours of 5:00 a.m. and 10:00 p.m. provided that such equipment does not exceed the sound pressure limits for commercial power equipment (eighty-eight (88) dBA) or domestic power equipment (eighty (80) dBA) when measured at the property line of the receiving premise.

(L) Any power generator providing emergency electrical power at any hospital, health clinic, nursing home or similar facility where the loss of electrical power creates an immediate risk to the health, safety or welfare of any person, or at any premises where such equipment is required by the Manchester Fire Department. Additionally, the noise emitted during the routine testing of emergency electrical power generators shall not exceed eighty-eight (88) dBA when measured at the property line of the receiving premise. Routine testing shall not exceed one (1) hour in any one-week period, or two (2) hours in any six-week period and shall be confined to the hours of 10:00 a.m. to 4:00 p.m. or as otherwise approved.

(M) Any industrial, commercial, or public premises exceeding the standards of Table A at a receiving residential premises when the zoning of the receiving residential premises does not allow residential use (residential use is nonconforming). However, in such a situation, the noise emitted by the industrial, commercial, or public premises shall not exceed the standards for receiving industrial premises.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

(N) Any industrial, commercial, or public premises exceeding the standards of Table A at a receiving residential premises when such industrial, commercial, or public premises and their emitted noise level were in existence prior to the existence of the residential premises, provided however that the existing industrial premises does not exceed sixty-five (65) dBA and the commercial premises do not exceed sixty (60) dBA when measured at the receiving residential premises.

(O) Any water craft or noise emanating from or on a body of water between the hours of 7:00 a.m. and 10:00 p.m. provided that such noise does not exceed a sound pressure level of eighty-eight (88) dBA when measured at the property line of the receiving property and further provided that between 10:00 p.m. and 7:00 a.m. such equipment does not exceed the maximum sound pressure levels as specified in Table A.

§ 94.20 MOTOR VEHICLES.

All noise levels from motor vehicles shall be measured at twenty-five (25) feet from the source vehicle to determine compliance. Except where preempted by state law the standards in Table B shall apply to all noise emitted from motor vehicles including any and all equipment thereon, under any condition of acceleration, deceleration, idle, grade or load and whether or not in motion.

TABLE B

Maximum Allowable Noise Levels for Motor Vehicles

Type of Vehicle	Time Period	Maximum Allowable Sound Pressure Level measured in dBA	Measurement Distance from Motor Vehicle
Motor vehicles weighing less than 10,000 pounds, manufacturers gross vehicle weight	At any time	80	25 feet

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

LICENSE REQUIREMENTS

ADMINISTRATION AND ENFORCEMENT

§ 94.40 NOISE VARIANCE BOARD.

It is recognized that in initiating community noise limits, any number of unanticipated situations may occur. Although the City is primarily concerned with protecting, preserving and promoting the health, safety, welfare and peace and quiet of the citizens of Manchester, the City realizes that there may be preexisting conditions that need an extended period of time to conform to the noise limits imposed by this ordinance. The City also recognizes that events or incidents can occur where there was every good faith expectation of complying with the noise limits imposed by this ordinance, but for some unforeseen circumstance, those events or incidents failed to comply.

This section hereby establishes a Noise Variance Board in which members shall approve or deny variances to this chapter, hereinafter referred to as a noise variance. The board shall consist of the Committee on Administration of the Board of Mayor and Aldermen.

§ 94.42 APPLICATION PROCEDURES.

Applications must be submitted to the Office of the City Clerk. General guidelines may be considered in the issuance of a noise variance. These guidelines are not all inclusive and other criteria may be established that is reasonable and prudent to protect the public or limit the anticipated detrimental impact of noise upon the community. The guidelines are as follows:

(A) Variances shall be granted prior to or in anticipation of an event.

(B) The City reserves the right to grant a variance after the fact if it is deemed by the Noise Variance Board to be in the public good, if the Board believes that an honest, fair and reasonable attempt was made to comply with the noise limits imposed by this ordinance, or the failure to comply was due to some unforeseen circumstance.

(C) A variance for the continuation of a non-complying activity may be granted after a reasonable attempt was made to comply and may contain such stipulations as the Board may deem necessary to protect the public that may include, but is not limited to:

1. Regulation of times;
2. The erection of noise barriers, shielding or other noise abatement; and
3. A demonstration of compliance progress.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

(D) The applicant bears the burden of presenting evidence sufficient to allow the Noise Variance Board to reach conclusions and make findings to support the authorization of a variance.

(E) The Board may require a public hearing on a certain matter to permit abutting landowners to present written or oral testimony for consideration of granting or denying a variance.

(F) The Board may request review and recommendations from various City departments including the Building Commissioner, Public Health Director, Director of Planning, Chief of Police, City Clerk or their designees. Testimony of department representatives may be requested at a variance hearing.

(G) Final decisions shall be made available within seventy-two (72) hours after a vote on an application. A written decision will be mailed to the applicant with copies made available to the departments of Health, Police and City Clerk.

(H) In granting a variance, the Board may impose such conditions or stipulations as it deems necessary and proper in order to preserve the intent of this chapter.

(I) All decisions by the Noise Variance Board are final and may not be appealed to any other municipal board, committee or commission.

(J) As community noise is a public health concern, noise variances shall only be granted for a reasonable period of time, not more than two (2) years.

(K) The renewal of a variance after two (2) years requires the consent of the Board of Mayor and Aldermen.

(L) Variances shall not be granted for continued or sustained violations that may be physically injurious to one or more persons as determined by the Public Health Director.

(M) Once an application has been denied by the Noise Variance Board, the same application may only be considered if the Board finds that the application is materially different in nature and degree from the prior application.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

§ 94.43 PROHIBITED CONDUCT.

The following conduct is prohibited:

- (A) Provide any false or inaccurate information to any City board, committee, commission or any employee of the City of Manchester, in an attempt to deceive or otherwise avoid compliance with this ordinance.
- (B) Hinder, obstruct, delay, resist, interfere, or attempt to interfere with any authorized person while in the performance of their duties under this ordinance.
- (C) Emit or cause to be emitted any noise which leaves the premises on which it originates, crosses a property line, and enters onto any other premises in excess of the sound pressure levels during the time periods as specified in Table A, without a variance.
- (D) Emit or cause to be emitted any noise within the public premises in excess of the limits defined in Table A without a variance.
- (E) Reserved
- (F) Operate any construction equipment or conduct any construction activities between the hours of 9:00 p.m. and 7:00 a.m. that exceed the noise limits of Table A. The City may grant variances from the construction restrictions if it can be demonstrated that a construction project will interfere with traffic if completed during daytime hours.
- (G) Operate any trash compacting mechanism on any motor vehicle, or engage in any trash, rubbish or garbage collection activity between the hours of 10:00 p.m. and 7:00 a.m., when such activity takes place on any premises adjacent to a residential premises.
- (H) Operate or permit the operation of any motor vehicle or combination of motor vehicles at any time or place when such operation exceeds the noise limits for the category of motor vehicle and for the designated time period as specified in Table B.
- (I) Sound any horn or other audible signal device of an automobile, motorcycle, streetcar, or other vehicle unless it is necessary as a warning to prevent or avoid a traffic accident or reasonably inform or warn of a vehicle presence.
- (J) Modify or change the exhaust muffler, air intake muffler or any other sound reducing device in such a manner that the noise emitted from the motor vehicle exceeds the sound pressure levels as established in Table B of § 94.20 except where permitted by state law.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

(K) The noise limits in Table A and Table B notwithstanding, no person shall:

- 1) Make, continue, or cause to be made or continued any loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others, within the limits of the city.
- 2) Use, operate or permit to be played, used or operated of any radio, receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the inhabitants of a neighboring premises. The operation of any such set, instrument, phonograph, machine or device by a commercial establishment between the hours of 11:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of 50 feet from the lot line, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.
- 3) Use, operate, or permit to be played, used, or operated, any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure in such a manner that the occupants of a neighboring premises disturbed or annoyed.
- 4) Yell, shout, hoot, whistle, or sing on the public streets, particularly between the hours of 11:00 p.m. and 7:00 a.m. or any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in neighboring premises.
- 5) Keeping of any animal or bird which by causing frequent or long continued noise shall disturb the comfort or repose of any person in a neighboring premises.
- 6) Use any automobile, motorcycle, or vehicle so out of repair, so loaded or in such manner as to create loud and unnecessary grating, grinding, rattling or other noise.
- 7) Transport rails, pillars, or columns of iron, steel or other material, over and along streets and other public places upon carts, drays, cars, trucks, or in any other manner so loaded as to cause loud noises or as to disturb the peace and quiet of such streets or other public places.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

§ 94.44 PENALTIES.

(A) Each act of violation of § 94.43 Prohibited Conduct and every day upon which any such violation shall occur in one (1) calendar year shall constitute a separate offense and follow the penalty schedule below:

(1) *FIRST OFFENSE:*

~~The offender shall be informed of the noise ordinance and corrective measures to achieve compliance. This shall constitute an official warning and should be accomplished in writing if possible.~~

A citation shall be issued to the offender in the amount of one hundred dollars (\$100.00).

(2) *SECOND OFFENSE:*

A citation shall be issued to the offender in the amount of two hundred and fifty dollars (\$250.00).

(3) *THIRD OFFENSE:*

A citation shall be issued to the offender in the amount of five hundred dollars (\$500.00).

(4) *FOURTH AND SUBSEQUENT OFFENSES:*

A citation shall be issued to the offender in the amount of one thousand dollars (\$1000.00).

(B) If the court finds for the City, the City shall recover its costs of suit including reasonable expert fees, attorney fees and necessary investigate costs.

This ordinance shall take effect upon its passage.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk


Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

TO: Committee on Administration/Information Systems
Ald. O'Neil, Forest, Smith, Devries, Lopez

FROM: Matthew Normand 
Deputy Clerk

DATE: May 31, 2006

RE: Amendment to the Noise Ordinance

The police department has raised a concern with the recent noise ordinance passed on April 18, 2006. The penalties associated with Chapter 94: Noise Regulations, as currently written, were intended to be assigned to section 111.75 Noise Activities. The correct penalty for a first offense violation of the noise ordinance is one hundred dollars (\$100.00). The attached ordinance corrects this oversight as noted on the final page.

If you have any questions or concerns prior to your meeting, you may reach me at 624-6348.
Thank you.



CITY OF MANCHESTER

Office of the City Clerk

RECEIVED
CITY CLERK



'06 MAY 11 AM 11:24

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

May 11, 2006

Alderman Daniel P. O'Neil, Chairman
Committee on Administration/Information Systems
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Business Licensing

Dear Chairman O'Neil and Members of the Committee:

With the recently passed state legislation relative to the above-referenced, the Office of the City Clerk would like to begin discussion on the implementation of City-wide business licensing permitting which will require passage of a new licensing code.

We are looking for feedback from Committee members on how best to approach this new task before us and wish to begin the process as soon as possible.

Enclosed please find information, which I hope will aid you in your deliberations.

Sincerely,

Leo R. Bernier
City Clerk

Enclosures

CHAPTER 202

HB 1305-LOCAL – FINAL VERSION

15Feb2006... 0672h

05/04/06 1925s

2006 SESSION

06-2214

09/03

HOUSE BILL ***1305-LOCAL***

AN ACT authorizing municipalities to adopt regulations relative to businesses obtaining municipal permits.

SPONSORS: Rep. P. Sullivan, Hills 10

COMMITTEE: Municipal and County Government

AMENDED ANALYSIS

The bill authorizes municipalities to adopt regulations relative to businesses obtaining municipal permits.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struck through~~].

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

15Feb2006... 0672h

05/04/06 1925s

06-2214

09/03

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Six

AN ACT authorizing municipalities to adopt regulations relative to businesses obtaining municipal permits.

Be it Enacted by the Senate and House of Representatives in General Court convened:

202:1 New Paragraph; City Bylaws and Ordinances; Businesses Obtaining City Permits. Amend RSA 47:17 by inserting after paragraph XVIII the following new paragraph:

XIX. Businesses Obtaining City Permits. To establish regulations relative to businesses obtaining city permits.

202:2 New Section; Town Regulations; Businesses Obtaining Municipal Permits. Amend RSA 41 by inserting after section 11-b the following new section:

41:11-c Regulations; Businesses Obtaining Municipal Permits. The selectmen may establish regulations relative to businesses obtaining municipal permits. Any person who violates a regulation established under this section shall be guilty of a violation.

202:3 Effective Date. This act shall take effect 60 days after its passage.

Approved: May 31, 2006

Effective: July 30, 2006



Manchester Community Access Media, Inc.

540 Commercial Street Manchester New Hampshire 03101

603.622.3023

TO: Aldermanic Committee on Administration

RE: request fourth PEG channel allocation

Manchester Community Access Media has substantially increased programming since opening to the public in January of 2006. We are requesting from the Cable Franchising Authority (City of Manchester) and the Cable Franchisee (Comcast), the authorization and approval for a fourth PEG channel to be designated to MCAM Inc., for further Public Access utilization.

A fourth channel is made available to the Franchising Authority via the Cable Franchise Agreement in Section 7 as such, "...in order to provide additional programming for the benefit of the Manchester Subscribers during available cablecast hours, the Franchising Authority shall state, in good faith, that such a fourth PEG Access Channel will be substantially programmed; and is necessary to accomplish the stated PEG Access Programming goals..." There would still remain a fifth PEG channel for other uses. The city would incur no cost for this action nor would MCAM make any financial requests.


MCAM has substantially exceeded the "available cablecast hours" as defined in *Section 7.4(b)ii* of the Franchise Agreement. Please note the attached grid which represents an average programming week. There are very few repetitive plays, in fact, occasionally some programs are played one-time only and never have an opportunity to be played again—those programs are not represented on this grid.

MCAM seeks the allocation of a fourth PEG channel to continue growth and use--on par with the last six month of growth; further this channel will expand public access usefulness in creating a new type of free-form scheduling with more 'live' opportunities for citizens: new voices, new ideas—not a copy of the current method we use on channel 23, but an entirely new 'look' for community media in Manchester.

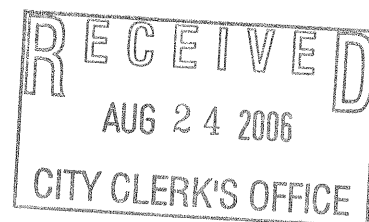
The new channel would be largely occupied by 'live' conversation; on weekends and overnights we would run taped original programming. The focus of this channel would be on *interactivity* between the speaker and the viewing audience.

My Board of Directors and I formally request that the Franchising Authority begin the process of the new channel request and allocation from the Franchisee.

Regards,


Joseph Lahr
Executive Director




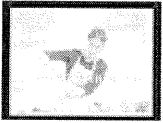






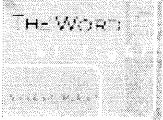
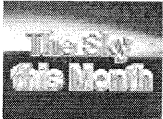









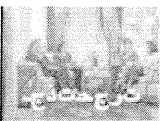







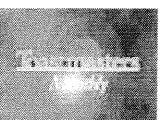








CC: Mayor Frank Guinta
Solicitor Thomas Arnold



13

Public Access Television for Manchester, NH

www.mcam.org

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
 <p>3:00PM A Music Show</p>	 <p>3:00PM Bread of Heaven</p>	 <p>3:00PM Cooking with Oonagh</p>  <p>3:30PM Cooking with Marie</p>	 <p>3:00PM Perils for Pedestrians</p>  <p>3:30PM The Literati Scene</p>	 <p>3:00PM Staff Programming</p>  <p>3:30PM Mostly Rock n' Roll</p>	 <p>3:00PM Victory Revival</p>	<p>3:00PM Your State House</p> <p>3:30PM Insight NH</p>
 <p>4:00PM</p>	 <p>4:00PM The Word of Light</p>	 <p>4:30PM The Sky this Month</p>	 <p>4:00PM Book Swap Cafe</p>	 <p>4:00PM Mission Accomplished</p>	 <p>4:00PM Calvary Outreach Ministry</p>	 <p>4:00PM</p> <p>Friends TV 23</p>
 <p>The Psychic Eye 4:30PM</p>		 <p>4:30PM The Happy Show</p>	 <p>4:30PM Liberty News</p>		 <p>7:00PM The Bible Show</p>	
 <p>5:00PM Wise Up</p>	 <p>7:30PM Diwaniya</p>	 <p>4:00PM Movie Reviews</p>	 <p>5:00PM Staff Programming</p>	 <p>5:00PM TV Palmiste</p>	 <p>5:00PM Tele Kola-Bore</p>	 <p>5:00PM</p> <p>Friends TV 23</p>
 <p>5:30PM Moving Right Along</p>	 <p>5:30PM New Views</p>	 <p>5:30PM Toastmasters</p>	 <p>5:30PM</p>			
 <p>6:00PM Focus Points</p>	 <p>6:00PM Word of Faith</p>	 <p>6:00PM Healthy Living News</p>	 <p>6:00PM Manchester on the Move</p>	 <p>6:00PM Latino News</p>	 <p>6:00PM Voice of Life</p>	 <p>6:00PM</p>



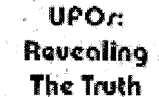
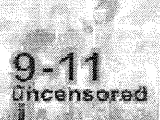










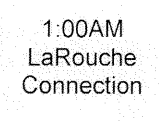






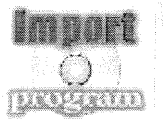
 6:30PM Living Your Passion	 6:30PM Casa de Oracion	 6:30PM Vital News	 6:30PM Speak Your Mind	 6:30PM		
 7:00PM Mill City TV	 7:00PM Victory Women	 7:00PM	 7:00PM Let's Get Small	 7:00PM Hooah	 7:00PM Jesus Revival	 7:00PM
 7:30PM Klub Karaoke	 7:30PM Recovery from the Past	 7:30PM Mental Engineering	 7:30PM Manchester Matters	 7:30PM In My Opinion	 7:30PM Maranatha	
 8:00PM Sudzyn Country	 8:00PM Contact Point	 8:00PM Shelter Tails	 8:00PM In The Know	 8:00PM NH Events	 8:00PM First Baptist Church	 8:00PM
 8:30PM Wealth Wise	 8:30PM Good News	 8:30PM For Pets Sake	 8:30PM Joe Levasseur Show	 8:30PM Insight NH	 8:30PM Voice of Glory	
 9:00PM Norm's Psychic World	 9:00PM La Fe Ignora Las Circunstancias	 8:30PM Keys to Parenting	 9:00PM Bob Baines Show	 9:00PM Leveling the Playing Field	 9:00PM Pulse	 9:00PM
 9:30PM Monastery Artists	 9:30PM Rios De Aguas	 9:30PM Topic of the Day	 9:30PM More Politically Alert	 9:30PM Latinos Unidos	 9:30PM Miracle Redemption	
 10:00PM Toniq	 10:00PM Cristo Salva	 10:00PM	 9:30PM Your State House	 10:00PM NHVFP: Speak Out	 10:00PM Life in the Revealed Word	 10:00PM


 10:30PM Living ManchVegas	 10:30PM	 10:30PM Staff Programming	 10:30PM Staff Programming	 10:30PM Sereis Verdaderamente Libres		
 11:00PM Live Juggling	 11:00PM Evangelizando El Mundo	 11:00PM Tha Realness	 11:00PM Democracy Now	 11:00PM WAW Aftermath	 11:00PM Boob Tube  11:30PM Double Feature Theater	 11:00PM
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday






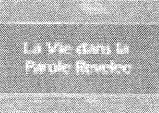





PROGRAMMING_AFTER_MIDNIGHT



Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
 12:00AM Tha Realness	 12:00AM Live Juggling	 12:00AM Revealing the Truth	 12:00AM 9-11 Uncensored	 12:00AM TV Palmiste	 TBA Special Event [continued]	
 1:00AM import program	 1:00AM Creamed Comedy	 1:00AM LaRouche Connection	 1:00AM Bedtime Stories	 1:00AM Weekend Kickoff	 Double Feature Theater [continued]	 1:00AM WAW Wrestling
 2:00AM Short Films	 1:30AM Electra Elf & Fluffer	 1:30AM Granite Planet	 1:30AM Living ManchVegas	 1:30AM Living ManchVegas		
	 2:00AM Thrush TV	 2:00AM Libertarian	 2:00AM Trailer Trash TV	 2:00AM Trailer Trash TV	 2:00AM import program	

















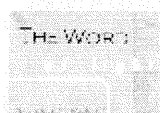




<p>Showcase</p>	 <p>2:30AM Seeing Voices</p>  <p>3:00AM Bug Girl</p>  <p>3:30AM</p>	<p>Alternative</p>  <p>2:30AM import program</p>  <p>3:00AM UnCommon Sense TV</p>	<p>Painting Art</p>  <p>3:00PM A Music Show</p>	 <p>2:30AM Shilling's Horror Movie Shockers</p>	 <p>2:30PM Toniq</p>  <p>3:00AM Granite Planet</p>  <p>3:30AM import program</p>
 <p>4:00AM Wise Up w/ Wayne Green</p>	 <p>4:00AM Diwaniya</p>	 <p>3:30AM Rock History</p>		 <p>4:00AM Boob Tube</p>	 <p>4:00AM Calvary Outreach Ministry</p>
 <p>7:00AM Wealth Wise</p>	 <p>4:30PM Sereis Verdaderamente Libres</p>	 <p>4:30AM Speak Your Mind</p>	 <p>4:30AM Manchester Matters</p>	 <p>4:30AM NH Events</p>	 <p>4:30AM First Baptist Church</p>
 <p>5:00AM Moving Right Along</p>	 <p>5:00AM Victory Women of Vision</p>	 <p>5:00AM Let's Get Small</p>	 <p>5:00AM In The Know</p>	 <p>5:00PM Insight NH</p>	 <p>5:00AM Word of Faith</p>
 <p>5:30AM Mill City TV</p>	 <p>5:30PM Good News</p>	 <p>5:30AM Shelter Tails</p>	 <p>5:30AM Joe Levasseur Show</p>	 <p>5:30AM Leveling the Playing Field</p>	 <p>5:30AM import program</p>
 <p>4:00AM In My Opinion</p>	 <p>6:00AM La Fe Ignora Las</p>	 <p>6:00AM For Pets Sake</p>	 <p>6:00AM Bob Baines Show</p>	 <p>7:00PM Jesus Revival</p>	 <p>6:00AM import program</p>

Circunstancias						
						
6:30AM Norm's Psychic World	6:30PM Rios De Aguas	6:30AM Topic of the Day	6:30AM More Politically Alert	6:30AM NHVFP: Speak Out	6:30AM Life in the Revealed Word	
7:00AM	7:00AM	7:00AM				
7:30AM Sponsor Spotlight Tuesday	7:30AM Sponsor Spotlight Wednesday	7:30PM Sponsor Spotlight Thursday	7:00AM Weekend Kickoff 7:30AM Sponsor Spotlight Friday	7:00AM Weekend Kickoff 7:30PM Sponsor Spotlight Saturday	7:00AM Weekend Kickoff 7:30AM Sponsor Spotlight Sunday	7:30PM Sponsor Spotlight Monday



MORNING_AND_EARLY_AFTERNOON



Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
						
8:00AM JoJo's Dreamcart	8:00AM JoJo's Dreamcart	8:00AM JoJo's Dreamcart	8:00AM JoJo's Dreamcart	8:00AM Voice of Life	8:00AM Wealth Wise	8:00AM Farmer Rick
						
9:00AM Democracy Now	9:00AM Democracy Now	9:00AM Democracy Now	9:00AM Democracy Now	9:00AM Cristo Salva	8:30AM Manchester on the Move	9:00AM Democracy Now
						
	10:00AM Focus Points for Business	10:00PM Kingdom Bound	10:00AM Healthy Living News	10:00AM Mananatha	10:00AM Manchester Matters	10:00AM Pulse

					
10:30PM Living Your Passion	10:30PM Good News	10:30AM Vital News	10:30AM Weekend Kickoff	10:30AM In The Know	10:30AM Bread of Heaven
					
11:00AM Mill City TV	11:00AM Contact Point		11:00AM Victory Women of Vision	11:00AM Joe Levesseur Show	
					
11:30AM Wise Up w/ Wayne Green	11:30AM New Views	11:00AM Tele Kola-Bore	11:30AM First Baptist Church	11:30AM Bob Baines Show	
					
NOON Moving Right Along	NOON Life in the Revealed Word	NOON Shelter Tails	NOON Recovery from the Past	NOON More Politically Alert	11:30AM Victory Revival
					
12:30PM Toastmasters	12:30PM Word of Faith	12:30PM For Pets Sake	12:30PM Voice of Glory	9:00AM Speak Your Mind	12:30PM Latino News
					
1:00PM Norm's Psychic World	1:00PM Truth of Falun Gong	1:00PM Keys to Parenting	1:00PM Le Fe Ignora las Circunstancias	1:00PM In My Opinion	1:00PM Mission Accomplished
					
	2:30PM Leveling the Playing Field	1:30PM Topic of the Day	1:30PM Rios de Agaus Viva	1:30PM NH Events	
					
	2:00PM Klub Karaoke	2:00PM Weekend Kickoff	2:00PM Miracle Redemption	2:00PM NHVFP Speak Out	2:00PM Hooah
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					Monday

LeBlond-Kang, Paula

From: Bernier, Leo
Sent: Friday, July 14, 2006 7:41 AM
To: LeBlond-Kang, Paula
Subject: FW: Central Purchasing/Fleet

From: O'Neil, Daniel
Sent: Thursday, July 13, 2006 7:13 PM
To: Bernier, Leo; Thomas, Frank; Clougherty, Kevin; Kane, Joseph
Cc: Guinta, Frank; Clark, Thomas
Subject: FW: Central Purchasing/Fleet

Gentlemen,

I am fine with monday August 7th. We need at least an hour, maybe 90 minutes. Please be prepared to provide written information well in advance of the meeting.

Topics

1) Central Purchasing

- What has been done to date
- Possible next steps
- Status of Mindy A. and Lisa T. Where are they working and how are they being paid.

2) Fleet Management

- What has been done to date
- Possible next steps
- Status of vacant Fire Dept. BSO position which was intended to become the Fleet Manager

3) Purchase Cards

- Many alderman are surprise we already have a signed agreement. I think the mayor was as well.
- What has been done to date
- Possible next steps

It is my intention to see this through and do what is right for the city. Plan on several meetings after Aug. 7th before we report anything back to the board.

I am on vacation until July 30th but will plan on checking in when I get back.

Thanks !

Dan

-----Original Message-----

From: Dan O'Neil [mailto:dponeil@verizon.net]

Sent: Thu 7/13/2006 6:30 PM

7/14/2006

14-A-1

To: O'Neil, Daniel
Cc:
Subject: FW: Central Purchasing/Fleet

From: Bernier, Leo [mailto:LBERNIER@manchesternh.gov]
Sent: Thursday, July 13, 2006 8:27 AM
To: Thomas, Frank; Kane, Joseph; Guinta, Frank; Clougherty, Kevin
Cc: dponeil@verizon.net
Subject: Central Purchasing/Fleet

Due to scheduling conflicts...we are switching the Committee on Administration meeting from August 21st to Monday, August 7th @ 5 PM...again just prior to a special BMA public hearing meeting. Could you please check your schedules to see if this works. Thank you.

7/14/2006

14-A-2

Bernier, Leo

To: Thomas, Frank; Kane, Joseph; Guinta, Frank; Clougherty, Kevin

Cc: dponeil@verizon.net

Subject: Central Purchasing/Fleet

Due to scheduling conflicts...we are switching the Committee on Administration meeting from August 21st to Monday, August 7th @ 5 PM...again just prior to a special BMA public hearing meeting. Could you please check you schedules to see if this works. Thank you.

7/13/2006

14-A-3

No
Bernier, Leo

To: Thomas, Frank; Kane, Joseph; Guinta, Frank; Clougherty, Kevin

Cc: dponeil@verizon.net

Subject: Central Purchasing/Fleet

Just received a call from Alderman O'Neil indicating he wanted to schedule a meeting of the Committee on Administration for 5 PM on Monday, August 21st just prior to the Special BMA Public Hearing. Will everyone be available on that date and time? Please notify this office if there are any conflicts. Thank you.

7/12/2006

14-A-4

Bernier, Leo

From: Kane, Joseph
Sent: Wednesday, July 12, 2006 1:12 PM
To: Bernier, Leo
Subject: RE: Central Purchasing/Fleet

GOOD TO GO

JOE

From: Bernier, Leo
Sent: Wednesday, July 12, 2006 11:23 AM
To: Thomas, Frank; Kane, Joseph; Guinta, Frank; Clougherty, Kevin
Cc: 'dponeil@verizon.net'
Subject: Central Purchasing/Fleet

Just received a call from Alderman O'Neil indicating he wants to schedule a meeting of the Committee on Administration for 5 PM on Monday, August 21st just prior to the Special BMA Public Hearing. Will everyone be available on that date and time? Please notify this office if there are any conflicts. Thank you.

7/12/2006

14-A-5

Bernier, Leo

From: Clougherty, Kevin
Sent: Wednesday, July 12, 2006 2:27 PM
To: Bernier, Leo
Subject: RE: Central Purchasing/Fleet

Leo;

August 21st @ 5:00PM works for me. Thanks.

Kevin

From: Bernier, Leo
Sent: Wednesday, July 12, 2006 11:23 AM
To: Thomas, Frank; Kane, Joseph; Guinta, Frank; Clougherty, Kevin
Cc: 'dponeil@verizon.net'
Subject: Central Purchasing/Fleet

Just received a call from Alderman O'Neil indicating he wants to schedule a meeting of the Committee on Administration for 5 PM on Monday, August 21st just prior to the Special BMA Public Hearing. Will everyone be available on that date and time? Please notify this office if there are any conflicts. Thank you.

7/12/2006

14-A-b



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

August 2, 2006

Alderman O'Neil
C/o Office of the City Clerk
One City Hall plaza
Manchester, NH 03101

RE: Status on Central Purchasing/Fleet

Dear Alderman O'Neil,

The Central Purchasing/Purchasing Card initiatives included in the FY 2007 Budget require that actions and decisions occur at various levels to ensure the successful implementation of the program envisioned. Much of the technical work has been accomplished to date, but structural decisions about the program remain.

The Mayor's proposal was to establish an independent purchasing function comprised of four positions, a Purchasing Director, a Fleet Manager and two assistants. It has always been envisioned that the central purchasing director position would be advertised to find an experienced municipal purchasing agent with appropriate credentials. In this regard a DRAFT job description is attached.

Concerning the BSO position at Fire, originally it was envisioned that the incumbent BSO would be transferred to the Fleet Manager position. Since the incumbent has since retired, the Fleet Manager position, for which a DRAFT job description is attached, will also need to be advertised to find an experienced properly credentialed professional to fill this position. It is my understanding that if the Fire Chief wants to fill the BSO position, it will have to come from the Department's FY'07 appropriation.

In the interim, Mindy Salomone-Abood remains at the Highway Department to carry out her duties. To the extent her duties relate to a central purchasing function, they may eventually be reimbursed by the new organization, which is to be funded via the new purchasing card system.

121-A-7

Lisa Thibault has been temporarily assigned to the Finance Department and is only working on central purchasing items, primarily the implementation of a Purchasing Card system.

Fleet Management: To date little has been done with respect to Fleet Management. In anticipation of Lisa Thibault serving as back up to Mindy Salomone-Abood, with respect to the Fleet Management system, Lisa has completed training on the H.T. E. module and is experienced with the reporting mechanism. In addition Lisa has researched and compiled information on Fleet Management Systems, prior audits and management reports that will serve as useful reference resources for the Fleet Manager once hired.

Purchase Cards: A contract has been awarded to Harris Nesbitt Bank/BMO Financial Group to carry out the purchasing card program. Attached is a copy of the DRAFT policy guidelines associated with implementation of the program. Mechanically, the P-Card system has been tested and is ready for implementation. Upon the hiring of a Purchasing Director and BMA decisions about organization and structure, the program is ready for roll out.

Over the past several weeks the Finance Department and Lisa Thibault have devoted significant time and effort to get the purchasing card architecture in place in order that the Board's policy could be carried out in a timely fashion and meet the revenue assumption included in the FY 2007 Budget. Please be reminded if this program is not operational by Fall, the revenue projections included in the Budget will need to be revised downwards with the associated tax impact.

Respectfully submitted,



Kevin A. Clougherty
Finance Officer

Cc: Mayor Frank Guinta
Randy Sherman
Lisa Thibault
Mindy Salomone-Abood
Frank Thomas
Chief Joseph Kane
Thomas Clark

121-A-8

DRAFT

City of Manchester New Hampshire



Purchasing Card Program Cardholder Guide

July 2006

14-8-9

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Forms attached: P-Card Agreement Form, P-Card Request Form, P-Card Account Maintenance Form, Transaction Log

INTRODUCTION

Welcome to City of Manchester Purchasing Card (P-Card) Program!

The City is pleased and excited to proceed with the implementation of this program. What will make it successful is the participation of many individual employees in all of the municipal departments. We believe that each employee's time is valuable and we believe the P-Card Program contributes directly to enabling you to streamline your department's purchasing needs.

This guide is designed to acquaint you with information about the P-Card Program's policies and procedures. You should read, understand, and comply with all provisions of this Guide. It describes many of your responsibilities as a cardholder and outlines the processes and procedures to facilitate secure, timely and accurate purchasing transactions. The City's objective is to provide purchasing channels that empower the employees to make sure resource needs are met to deliver quality services to the citizens of Manchester while at the same time providing the necessary financial controls to safeguard the City's assets.

The P-Card Guide cannot anticipate every circumstance or question. As the City's usage continues to grow, we may revise, supplement, or rescind any policies or portion of the Guide from time to time as deemed appropriate.

Again, welcome to the P-Card Program!

Sincerely,

Frank C. Guinta
Mayor

14-A-11

CODE OF CONDUCT

The Code of Conduct for the City of Manchester Purchasing Card Program (P-Card) is designed to provide the participant a set of guidelines and a philosophy to follow regarding the use of the card.

- **Authorization**

A P-Card Request Form shall be completed by the cardholder and authorized by the respective department head. Only the employee to whom the card is issued is authorized to use it. Delegating the use of the P-Card to another city employee or any individual is strictly prohibited.

- **Business Practices**

In all supplier relationships and purchasing, promote and cooperate with trade and professional associations and with state, federal, local and private agencies on encouraging fair, ethical and legal business practices.

- **Documentation**

All purchases using the P-Card Program shall be properly documented for business purposes. The original invoice or itemized receipt shall be provided as current practice dictates for any accounts payable item. Any altered or forged documentation is strictly prohibited.

- **Negotiations**

Employees shall conduct themselves in accordance with the City's Procurement Code and in a good faith manner when negotiating with suppliers. Any intentional misrepresentation is strictly prohibited.

- **Organization Policies**

Adhere to the guidelines of the P-Card Program as presented herein.

- **P-Card Agreement**

The issuance of a P-Card is strictly prohibited prior to receipt of a signed P-Card agreement from the employee. An employee shall sign the P-Card Agreement and P-Card Application prior to receiving a P-Card.

- **P-Card Security**

The P-Card is the property of the City of Manchester and as such shall be retained in a secure location. An employee may use the P-Card when traveling on business on behalf of City of Manchester; otherwise, it shall not be retained in the employee's purse or billfold. This practice reduces the possibility of the P-Card being lost or stolen.

CODE OF CONDUCT

- **Personal Use of P-Card**

Only authorized business purchases shall be initiated with the P-Card. Any personal purchases are strictly prohibited.

- **Purchase Limits**

All dollar value purchase limits shall be adhered to under the program and any splitting of transactions to avoid authorized limits is strictly prohibited.

- **Purchase Restrictions**

Employees shall check with the respective department manager or the Purchasing Department if any questions arise concerning the validity of a particular charge under the P-Card program.

- **Purchases**

P-Card purchases shall be made so that the City gains maximum value and quality for each purchase.

- **Supplier Bids**

Where required, all suppliers shall be offered an equal opportunity to participate in the City's purchase programs in accordance with federal and state statutory regulations and the City's ordinances and Procurement Code.

- **Supplier Disagreements**

If a disagreement occurs with a supplier, the employee shall make every effort to reach a reasonable and equitable settlement to the dispute.

- **Supplier Gifts**

Decline all personal gifts offered by a supplier. Acceptance of gifts is strictly prohibited.

- **Termination**

Upon transfer or termination, the employee shall surrender the P-Card to their supervisor or department head. The department head shall notify the P-Card Administrator who shall notify BMO/Harris and cancel the card.

ACKNOWLEDGMENT FORM

The P-Card Guide describes important information about the City of Manchester Purchasing Card Program controls and processes required to manage the day-to-day operations of this purchasing option. The Guide is intended to inform cardholders handling P-Card transactions about the formal policy guidelines, processes and responsibilities of the various participants. These policies ensure that P-Card purchasing is consistent with the City's fiscal and internal control goals.

Since the information, policies and procedures described in the guide are subject to change, I acknowledge that revisions to the P-Card Guide may occur. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the P-Card Guide, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the guide and any revisions and updates made to it.

CARDHOLDER'S SIGNATURE

DATE

CARDHOLDER'S NAME (TYPED OR PRINTED)

WITNESS: MANAGER / SUPERVISOR
(TYPED OR PRINTED)

DATE

12-A-14

1 CARDHOLDER SET-UP AND ACTIVATION

1.1 Overview

The Purchasing Card Program (P-Card) is designed to assist the City of Manchester in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances and paper checks, and to reduce the need for employees to use personal funds for business purposes. The program should help increase the turn-around time in the fulfillment of orders, provide greater flexibility and reduce paperwork. Just as with all financial instruments, i.e. checks, direct deposit, ACH, and other forms of electronic or magnetic payments, the Finance Director as City Treasurer is responsible for the implementation, maintenance, program compliance, payment processing, issuance of the P-Card, and bank relations to resolve customer service issues. Just as with all other forms of payment, decisions about individual purchases remain the responsibility of the City's various departments in accordance with adopted policies and ordinances. Only employees of the City are allowed to participate in the program. Each cardholder has the responsibility to submit their monthly account statement with the appropriate receipts and signatures for processing and payment to their departmental administrator by the due date.

All policies outlined in this Guide must be adhered to and any failure to comply can result in suspension from the P-Card Program and also include disciplinary actions that may include termination of employment. The P-Card issued to the cardholder is the property of the City of Manchester and can be canceled at any time. Periodic audits will be performed to ensure the cardholder is in compliance with the policies and procedures.

1.2 Cardholder Setup

A new participant in the P-Card Program must complete the P-Card Request Form and obtain the appropriate authorizations. The form must be submitted to the P-Card Administrator by the applicant's department head. Once the application has been approved by the P-Card Administrator and the bank has processed the request, an account for the cardholder shall be established.

The new participant is also required to acknowledge that he/she has read the Code of Conduct for the program and shall adhere to the principles in this Guide by signing the Acknowledgement Form. The P-Card Agreement Form that outlines the responsibility of the cardholder while in possession and use of the P-Card shall be signed as well. All of these documents shall be completed and signed prior to the release of the P-Card to the cardholder.

- P-Card Request Form (attached)
- P-Card Acknowledgement Form (attached)
- P-Card Agreement Form (attached)

1.3 Activation of Account

To activate your P-Card follow the instructions below.

1. Call the toll free card administrator phone number on the label affixed to the card.
2. When prompted enter your card number.
3. You will then be prompted for personal information which will identify you as the cardholder in possession of the P-Card.

If you have problems activating your account, please call the P-Card Administrator at 624-6460 or via email at lthibault@manchesternh.gov.

2 PURCHASING GUIDELINES AND LIMITS

2.1 Overview

The City of Manchester encourages purchases be made using the P-Card. All purchases must be made in compliance with the City's ordinances, Procurement Code and the guidelines set forth in this Guide. Any violation shall result in disciplinary action that may include termination of employment. Only authorized cardholders shall use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated credit limit for monthly purchases, daily purchase credit limit and single purchase credit limit. Intentional circumvention of these limits is strictly prohibited, for example, splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. The City of Manchester will perform periodic audits electronically and manually to verify adherence to this policy.

2.2 Examples of Prohibited Purchases with the P-Card include:

- Cash advances, wire transfers or money orders
- Personal purchases
- Donations

3 RECORDKEEPING AND RECONCILIATION

3.1 Overview

The cardholder is responsible for maintaining adequate receipts or invoices for goods and services purchased with the P-Card. The cardholder shall contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained shall include original sales receipts, packing lists (if applicable) and credit card transaction receipts. Any incorrect charges, duplicate transactions or missing credits shall be addressed directly between the cardholder and the vendor.

3.2 Reconciling

- Month end account statements shall be provided for each P-Card.
- The employee/department shall verify amounts charged, and vendors.

3.3 Missing Receipts

If the cardholder is missing receipts, the cardholder shall request a copy to provide the required substantiation. All transactions shall be reviewed and approved by the cardholder's supervisor or department head.

3.4 Examples of Receipt Documentation

- Cash register receipt
- Car rental original receipt showing date in and out
- Airline itinerary and sales receipt (if an electronic "e-ticket" attach the boarding pass document)
- Itemized hotel bills
- Itemized invoices

4 BILLING & PAYMENT

4.1 Overview

Purchase orders shall not be used for P-Card transactions. Within 48-72 hours of using a P-Card, the transaction information will be available for review and approval on the H.T.E. Procurement Card module. Authorized department personnel shall review P-Card transactions on-line, enter the proper accounting information including work orders and/or project number and approve the transaction. Within 24 hours of approving a transaction, the transaction will be reflected within the general ledger and charged against the appropriate budget.

The City of Manchester receives single account statements and a consolidated statement from its P-Card bank administrator on the 28th of each month. The Finance Department must receive a reconciled account statement by the 5th of the following month. Transactions dated prior to the 28th not approved by the 5th of the following month shall be processed to a default account. Transactions posted to the default account shall need to be transferred to the appropriate account.

Any account statements deficient of the proper approvals and documentation shall be returned to the cardholder's manager to be resubmitted appropriately. If a cardholder is consistently delinquent in submitting their reconciled account statement to the Finance Department, the P-Card Administrator and the cardholder's manager may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

4.2 Key Dates

- Monthly statement ending posting cycle by the bank is from the 28th to the 27th of a month.
- Cardholder submits the reconciled account statement with appropriate approval and documentation by the 5th of each month.
- The Finance Department posts transactions for each cardholder account to the general ledger within 3 business days of the transaction.
- Payment is made to the bank for the monthly transactions by the 15th of each month.

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5 DISPUTED TRANSACTIONS

5.1 Overview

At times there might be disputed transactions appearing on a cardholder's account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. When disputes occur, the cardholder shall immediately notify the P-Card Administrator. The cardholder is responsible for resolving the disputed item with the vendor.

The bank shall be notified of all disputed transactions within 30 days of the statement date. The P-Card Administrator shall immediately notify the Finance Officer of any disputed items. It shall be the responsibility of the Finance Officer to notify the bank of any disputed items.

6 ACCOUNT MAINTENANCE

6.1 Overview

Cardholder information, such as credit limits, etc., may change periodically. Requests shall be forwarded to the P-Card Administrator for review, approval and processing (see attached "Purchasing Card Account Maintenance Form"). Updating the account information takes approximately three (3) days after submission by the P-Card Administrator to the bank.

6.2 Information Updates

- Cardholder address
- Credit limit
- Type of purchasing allowed by the cardholder
- Cancellation of the cardholder's account
- Suspension of the cardholder's account

7 TRAVEL & ENTERTAINMENT USING THE P-CARD

7.1 Overview

A cardholder shall have the travel and entertainment purchase option enabled in their account profile in order to use their P-Card for such expenses. The cardholder shall adhere to the City's Travel Policy.

7.2 Travel & Entertainment Tips

- The P-Card shall not be used for gasoline for personal vehicles when it is used for business purposes. Business travel incurred when using a personal vehicle shall be reimbursed by claiming mileage on an expense report. If traveling with a rental car, then gasoline may be purchased using the P-Card.
- The P-Card may be used to pay itemized hotel bills.
- The City does not provide ATM privileges with its P-Card Program. Any cash needed while traveling must be from personal funds that are reimbursed upon submitting an expense report.

8 AUDITS

8.1 Overview

All cardholder accounts are subject to periodic audits to ensure compliance with the City's overall policies and the policies outlined in this guide. The P-Card Administrator, the Finance Department and the Internal Auditor will review daily, monthly and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder and their supervisor or department head will be contacted and appropriate action will be initiated based on the type of violation(s).

8.2 Violations

Examples of violations of P-Card use include:

- Intentional splitting of transactions to circumvent the credit limit including single day and single transaction limits.
- Consistently delinquent accounts submitted for processing and payment.
- Personal use of the P-Card.
- Allowing an unauthorized user to use the P-Card.
- Purchase of prohibited products, services or merchandise.
- Failure to pay inadvertent personal charges on the P-Card.
- Fraudulent transactions with a vendor.

9 LOST OR STOLEN CARDS

9.1 Overview

If a card is lost or stolen, the cardholder shall immediately contact the P-Card Administrator. Upon notification, the card shall be suspended immediately and any charges posted to the account after the "missing date" shall be denied. A new card shall be issued upon completion of an application stating that the card is a replacement. After the application is received by the P-Card Administrator it will take approximately ten (10) days to reissue a replacement card.

9.2 Card Security Tips

- When not traveling on business, the card shall be retained in a secure location other than a personal billfold or purse.
- A canceled card shall be destroyed by cutting it up into several pieces prior to disposal.
- When presenting a card for purchases, provide your driver's license to identify you as the authorized user of the card.
- Sign the back of the card and also write "See ID" next to the signature to remind the vendor to look for your personal identification to authenticate the transaction.
- Do not provide your P-Card account number to unsolicited marketing calls.

9.3 Contact List

P-Card Administrator

- <Name>
- <Phone #>
- <Email>

PURCHASING AGENT

DEFINITION

Plans, organizes and manages the City's purchasing operations, the disposal of surplus property and manages special projects as assigned by the [____]; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

The Purchasing Agent is responsible for planning, budgeting, directing and coordinating purchasing functions for the City. Within policy guidelines, the Purchasing Agent exercises considerable discretion and independence in approving expenditures, selecting and evaluating vendors and materials and monitoring compliance with procurement policies. The Purchasing Agent must be tactful, resourceful and ethical in dealing with vendors, the public, department managers and co-workers.

SUPERVISION RECEIVED/EXERCISED

General direction is provided from the [____]. The position may supervise the work of staff performing functions related to purchasing and coordinate the work of staff engaged in purchasing related tasks in other city departments.

ESSENTIAL DUTIES

Organizes, directs, and implements a comprehensive purchasing program; develops and implements City purchasing policies and procedures; consults with and assists departments in determining needs and developing specifications for goods and services; prepares formal bid specifications, requests for quotations, qualifications and proposals, evaluates bids and makes recommendations for awards of bids and contracts; establishes and maintains contact with vendors and negotiates with them to obtain best and most cost-effective goods and services for the City; evaluates vendor and product performance as necessary; manages the procurement card program; manages various service maintenance contracts; coordinates disposal of surplus equipment and materials from all departments; prepares purchasing budget, projects costs, and monitors expenditures; sets up a variety of manual and automated record keeping systems and maintains and analyzes records; prepares reports and makes recommendations to Board of Mayor and Aldermen.

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QUALIFICATIONS

Experience/Education/Training

Sufficient experience, education and training to establish and maintain an effective City purchasing function.

Bachelor's Degree in Business Administration or a closely related field from an accredited college and five years experience in purchasing a variety of general and specialized items, preferably in a government setting. Work experience in the purchasing field of 8+ years may substitute for education requirements. Possession of a certified Purchasing Manager Certificate from a nationally recognized organization is highly desirable.

Knowledge/Skill/Ability

Considerable knowledge of public purchasing principles and practices, including competitive bidding procedures; Federal, State and City laws, ordinances and regulations applicable to purchasing, contract administration, personnel management; applicable City policies, procedures and memoranda of understanding; computer applications related to purchasing and public finance and of telecommunication and reprographic systems. Ability to plan, organize and direct the activities of a City purchasing program including procurement, materials management, contract administration, budgeting, procurement cards, developing goals, policies, procedures, work standards and internal controls; select, train, direct, motivate, and evaluate staff members; negotiate effectively; analyze and solve complex administrative problems; exercise sound independent judgment within broad policy guidelines; represent the City effectively in contact with boards, community groups and other government organizations; establish and maintain effective working relationships; prepare clear and concise specifications, reports, recommendations, proposal requests, and other written materials; use spreadsheet, data base and word processing programs on a personal computer and use other office equipment.

LICENSE/CERTIFICATE

Possession of a New Hampshire driver's license by date of appointment.

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Fleet Manager

DEFINITION

Under limited direction, the Fleet Manager performs responsible and complex duties in managing a major division of []; manages and oversees the Fleet Management Division; manages and supervises a broad range of fleet-related functions and activities including, but not limited to, maintenance and repair shop operations, fleet fueling systems, vehicle and equipment acquisition, disposal, utilization, service and maintenance, and the administration of service and maintenance contracts; coordinates Fleet Operations activities with department managers and staff, other City managers and employees, outside vendors, contractors, agencies and the general public as required; assures compliance with applicable laws, ordinances, and codes; and provides professional and technical staff assistance to [].

DISTINGUISHING CHARACTERISTICS

This is a single position division-level management classification and exists only in []. The Fleet Manager is responsible for planning, directing and controlling the City's fleet services activities exercising significant independent authority to perform work that is very difficult and complex. The Fleet Manager works extensively with managers/staff, other City employees, various public/private organizations, and the general public. This class is distinguished from the next higher class of Director of General Services in that the latter has full responsibility for all activities of the General Services Department.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by []. Responsibilities include the direct and indirect supervision of management, supervisory, technical, and support positions whose incumbents perform the full range of fleet maintenance, repair, purchase, and related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: TYPICAL DUTIES

- Plans, organizes, staffs, directs, and controls a wide range of activities to oversee the Fleet Management Division; oversees vehicle and equipment maintenance/repair shop operations; oversees the acquisition, disposal, utilization, service, and maintenance of vehicles and equipment, including those needed Citywide for Police, Fire, Enterprise Funds and Highway; oversees and administers vehicle/equipment-related contract services; oversees and monitors fueling station operation, infrastructure, maintenance, and environmental compliance establishes division priorities; monitors the efficiency and effectiveness of division work products through quality control and related activities; may act in absence of the

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Director of General Services.

- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate supervisors, technicians, and others; oversees and implements disciplinary actions as necessary; directs and/or participates in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; makes presentations to Board of Mayor and Aldermen, individuals and/or groups as required.
- Develops, recommends, and implements goals, objectives, policies, and procedures in accordance with the Department's core purpose, mission, vision, and values; recommends strategies to improve the efficiency and effectiveness of division operations; provides guidance and direction for new and proposed Fleet shop facilities.
- Directs, develops, recommends, and administers the division's budget(s); develops revenue projections; establishes fleet vehicle and equipment rental rates; recommends and authorizes expenditures within limits of authority; administers internal fiscal control systems and procedures; oversees the use of automated fleet management and inventory systems; develops fleet vehicle and equipment rental rates based on statistical analysis of historical cost data, develop customer fleet budgets based on projections.
- Monitors legislation and assures division compliance with laws, regulations, statutes, and codes related to fleet management; oversees division compliance with hazardous materials requirements.
- Represents the Department as assigned; responds to and resolves complaints; participates on committees and task forces as assigned; conducts and/or attends meetings, classes, conferences, and workshops as assigned; compiles and presents reports to Board of Mayor and Aldermen; makes oral presentations to Board of Mayor and Aldermen, and community and business groups.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS: Knowledge of:

- General principles, practices, methods, tools, and materials essential to modern fleet management, including the areas of preventive maintenance, diagnostics, repair, and inventory control; occupational hazards related to fleet management operations and appropriate safety practices.
- Principles and practices of modern public administration including planning, organizing, staffing, directing, and controlling.
- Principles and practices of human resources management, supervision, and training.
- Public relations practices and techniques.
- Current literature, laws, regulations, and developments, as well as various

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agencies, that impact municipal fleet management operations.

- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.
- Facilities design and organization for fleet maintenance and repair operations.
- Fueling facility and system operation, management, and environmental oversight.

Skill in:

- Use of modern office equipment including computers, computer applications and software.
- Developing long range plans consistent with goals, objectives and available resources.
- Assessing and resolving problems effectively and efficiently.

Ability to:

- Manage a large city fleet management operation; meet critical deadlines; make decisions under pressure.
- Supervise subordinate personnel, including managers, supervisors, and technical staff.
- Develop, recommend, and administer policies and procedures necessary for efficient and effective fleet management.
- Develop, administer, and control a large fleet operations budget.
- Read and interpret complex laws and regulations impacting fleet management activities.
- Establish and maintain effective working relationships with public officials, co-workers, public/private agencies, and the general public.
- Prepare and present complex narrative and statistical reports, correspondence, and other documents.
- Speak before Board of Mayor and Aldermen and other large and small groups.
- Read, understand and interpret engineering plans, blueprints, schematics and drawings.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years progressively responsible management/supervisory experience within a large Fleet Management organization.

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Education:

A Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Engineering or a closely related field.

Certification:

Possession of a Equipment/Fleet Manager Certificate from a nationally recognized organization is highly desirable.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid New Hampshire Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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Central Purchasing

14-A-28

Top Priorities for Central Purchasing

- Implement a purchasing card program
- Develop a coordinated purchasing strategy
- Develop citywide contracts
- Standardize the RFP and contracting process
- Develop plans for Central Supply Warehouse

What is a Purchasing Card?

A purchasing card (P-Card) is basically a credit card that provides the following:

Benefits to the City

- One monthly statement per card will be received for verification and reconciliation
- No need to prepare and obtain approval signatures on internal order forms
- Automated data entry
- Fewer accounts payable checks

Purchasing Card Benefits

Benefits to the Cardholder

- Obtain goods and services much faster and easier than before
- Significantly reduces workload related to the purchase of and payment for goods
- Allows the cardholder to be more efficient and to focus on the value added aspects of their job
- Significantly reduces clerical processing time and time associated with the approval process

Purchasing Card Benefits

Benefits to the Vendor

- Receives prompt payment
- Increases cash flow
- Eases operation
- Reduces paperwork
- Reduces accounts receivable overhead costs

Benchmark Study

A 2003 benchmark study by professors Richard J. Palmer of Eastern Illinois University and Mahendra Gupta of Washington University in St. Louis found that organizations using **purchasing cards save \$69 per transaction**, compared with old paper-based processes that rely on purchase orders, invoices, check payments, and the associated administrative and reconciliation functions.

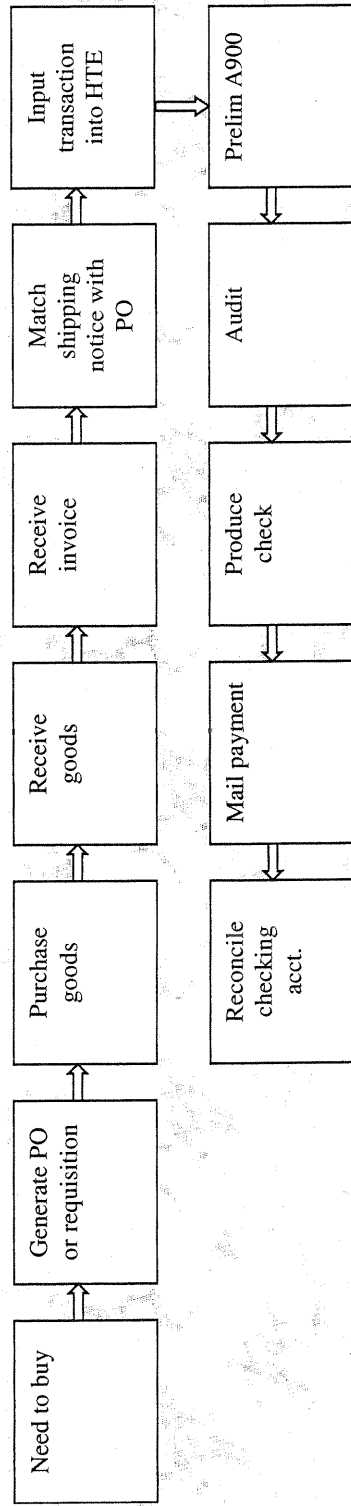
Purchasing cards enabled organizations to reduce and redeploy headcount to higher value-added activities and, on average, **cut procurement cycle times by 74%** and the number of suppliers in an organization's database by 42%.

What Does the Purchasing Card Replace?

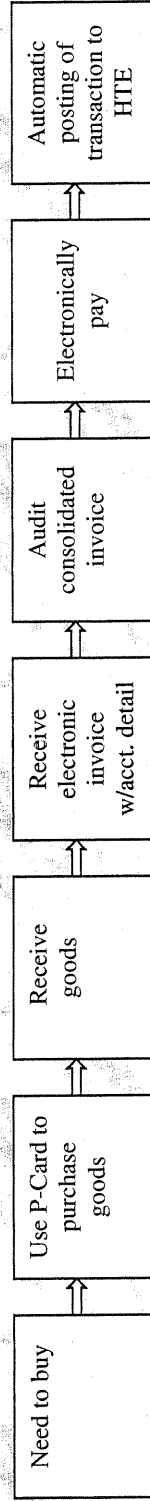
- Purchase orders
- Use of credit cards
- Travel expense reimbursements
- Petty cash

Re-engineering the Purchasing Process

Traditional purchase order (PO) process:



Purchase card (P-Card) process:



Average savings of \$60.00 per transaction compared to traditional PO process*

**Source: National Association of Purchasing Card Professionals*

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City of Manchester-Merchant Summary for January through December 2005

Total dollars submitted

\$185,253,474*

Total dollars matched

\$40,519,691 (22%)**

***This number represents over 28,000 purchase orders at an estimated 4,500+ man hours of processing time.**

****If the P-card system was in place, the City would have received \$518,652 in rebates on this dollar amount.**

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System Controls

- Approving official:
 - Monthly statement and reports available on-line 24/7/365
- Billing office:
 - Monthly invoices and reports available within 24 hours of cycle close
- Program administrator:
 - Cycle and system management reports available on-line
 - Ability to add/delete cards, change limits and reporting hierarchy on-line

Control Features: Mitigating Risk

- Card limits
- Transaction limits/daily limits
- Country code blocking
- Cash advance blocking
- Merchant category blocking
- Specific supplier blocking
 - Block one/all suppliers
 - Enable one/many suppliers
- Master coverage insurance at no cost

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Central Purchasing

- Positions in Central Purchasing will include Purchasing Agent, Administrative Assistant and Purchasing Assistant.
- Two assistants will be shared with Fleet Manager.
- Office funded from the purchasing card rebate and/or a charge to each department for specified line items.

Implementation Plan

- Lisa Thibault has been temporarily relocated to Finance to work on the program.
- Approve job description and begin process to hire a Purchasing Agent.
- A Purchasing Card Program Cardholder Guide has been developed and has been distributed to select departments for input.
- We are in the process of meeting with individual departments to provide an overview of the program and get input on who should be issued the P-cards, along with spending limits. Once this information is obtained, cards will be ordered and distributed.
- Letters will be sent to vendors not currently accepting the P-cards informing them of this new initiative and asking them to establish MasterCard acceptance. BMO will be working with the City to get vendors on board.

Fleet Management Services

121-D-211

Top Priorities for Fleet Management

- Develop a multi-year replacement plan
- Develop a fleet policy
- Develop a coordinated maintenance program
- Develop plans for a consolidated garage
- Reduce the City fleet by 10%

Status of Recommendations from 1998 DMG-Maximus Report on City's Fleet

RECOMMENDATION #1:

Develop a multi-year replacement plan, a strategy for financing the plan and a strategy for the long-term internal funding of the plan. Estimated that the City should spend \$3.4 million on fleet renewal in the average year.

STATUS:

No multi-year replacement plan in place. Average age of fleet as of 2004 audit was 8.5 years and the average amount spent for fleet replacement is \$1.4 million.

Status of Recommendations from 1998 DMG-Maximus Report on City's Fleet

RECOMMENDATION #2:

Build a new fleet maintenance facility that is appropriately sized and equipped to maintain most of the City's vehicles and equipment.

STATUS:

Several fleet maintenance facilities of various ages and conditions still exist. Highway, which maintains the largest fleet, has an old and poorly equipped garage.

Status of Recommendations from 1998 DMG-Maximus Report on City's Fleet

RECOMMENDATION #3:

Centralize most of the fleet and fleet maintenance operations under a new fleet management organization with Airport being the only department excluded.

STATUS:

All fleet operations are still decentralized.

Status of Recommendations from 1998 DMG-Maximus Report on City's Fleet

RECOMMENDATION #4:

Provide a fleet management information system.

STATUS:

It is still difficult to obtain good reliable information on the condition of the fleet or the efficiency and effectiveness of the fleet maintenance facilities. Highway is using the HTE Fleet module to track repairs and cost jobs. Water Works has their own software package.

Savings Opportunities Outlined in DMG-Maximus Report

- Fleet reductions due to pooling and use of other alternatives. A 10% reduction in overall fleet size would reduce the additional funding needed for proper fleet renewal from \$1.6 million to \$1.3 million.
- New revenue from the timely disposal of vehicles and equipment is estimated at \$400,000 a year.
- Maintenance staff reductions as a result of consolidation, a newer and less maintenance intensive fleet, efficient shop layout, improved technician utilization and efficiencies, and a smaller fleet are estimated to represent \$425,000 per year.
- Parts consolidation will result in a reduced inventory.

14-047

Office of Fleet Management Services

- Create a new position of Fleet Manager to establish fleet management policies and procedures for all vehicles owned by the City and oversee vehicle management and reporting to ensure that safe, reliable and cost efficient vehicular resources are available to City employees.
- Support services to be provided by two assistants in Central Purchasing.

Implementation Plan

- Have job description approved and begin process to hire a Fleet Manager.
- Conduct research and begin work on a more comprehensive Fleet Management policy. Once a draft policy has been developed, it will be distributed to all departments for input before being submitted to the Committee on Community Improvement.
- Upon adoption of a comprehensive Fleet Management policy, meetings will be held with all departments to ensure full understanding and cooperation.
- Fleet Manager to review current fleet inventory to determine its condition, efficiency and effectiveness and report back to the Committee on Community Improvement with recommendations.



**City of Manchester
Department of Finance**

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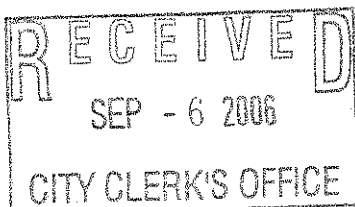
MEMORANDUM

Date: September 6, 2006
To: Members, Committee on Administration/Information Systems
From: Lisa Thibault *Lisa*
RE: Purchasing Activities in Comparable Cities

At the last meeting of the Committee on Administration/Information Systems, some discussion took place regarding what department, if any, Central Purchasing should be under. In order to give the Committee more information to work with, I did some research on cities that are comparable to Manchester in population and bond rating to find out how they handled purchasing.

Of the 41 cities I researched, 4 had no separate purchasing function, 22 had some type of purchasing division under the Finance Department, 2 had purchasing departments under an Office of Administrative Services and the rest had stand alone purchasing departments.

Attachment



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Purchasing Activities in Cities Comparable to Manchester (pop. 75,000-150,000)

<u>City/State</u>	<u>Moody's Rating</u>	<u>Information Obtained Via Website</u>
Alexandria, VA	Aaa	Purchasing Division under Finance Department
Arlington Heights, IL	Aa2	No separate purchasing function could be found on their website
Beaverton, OR	Aa2	Purchasing Division under Finance Department
Bellevue, WA	Aaa	Purchasing & Graphics Division and Contracting Services Division under Finance
Bloomington, MN	Aaa	Purchasing & Contracting Section under Finance Department
Boca Raton, FL	Aaa	Purchasing Division under Finance Department
Boulder, CO	Aa1	Purchasing Office under Finance Department
Cambridge, MA	Aaa	Purchasing Department
Carrollton, TX	Aa2	Purchasing Department
Cary, NC	Aaa	Purchasing is done under the Finance Department
Cedar Rapids, IA	Aaa	Purchasing Services Department
Charleston, SC	Aa2	Procurement Division under Finance Department
Columbia, MO	Aaa	Purchasing Division under Finance Department
Columbia, SC	Aaa	Purchasing Department
Coral Springs, FL	Aaa	Purchasing Department
Danbury, CT	Aa2	Purchasing Department
Davenport, IA	Aa2	Purchasing Division under Finance Department
Elgin, IL	Aa2	Purchasing Department
Eugene, OR	Aa2	Purchasing Office under Finance Department
Fargo, ND	Aa2	No separate purchasing function could be found on their website
Fort Collins, CO	Aa1	Purchasing Division under Finance Department
Green Bay, WI	Aa2	Purchasing Department
Hampton, VA	Aa2	Procurement Division under Finance Department
Lawrence, KS	Aa2	Purchasing Division under Finance Department
Naperville, IL	Aaa	Purchasing Division under Finance Department
Nashua, NH	Aa2	Purchasing Department under Admin. Services
Newton, MA	Aaa	Purchasing Department
Norwalk, CT	Aaa	Purchasing Department
Pasadena, CA	Aa2	Purchasing & Payables Department under Finance
Pembroke Pines, FL	Aaa	No separate purchasing function could be found on their website
Provo, UT	Aa2	Purchasing Division under Finance Department
Richardson, TX	Aa1	Purchasing Department
Rochester, MN	Aaa	Purchasing is done under the Finance Department
Roswell, GA	Aaa	Purchasing Department
San Mateo, CA	Aaa	Central Services Division under Finance
Santa Monica, CA	Aaa	No separate purchasing function could be found on their website
Sandy, UT	Aaa	Purchasing Division under Finance
Sioux City, IA	Aa2	Purchasing Division under Finance Department
Stamford, CT	Aaa	Purchasing Department is under the Office of Administration
Sterling Heights, MI	Aa2	Purchasing Office under Finance Department
Troy, MI	Aaa	Purchasing Department

Ratings Definitions

Aaa

Obligations rated Aaa are judged to be of the highest quality, with minimal credit risk.

Aa

Obligations rated Aa are judged to be of high quality and are subject to very low credit risk.

A

Obligations rated A are considered upper-medium grade and are subject to low credit risk.

Note: Moody's appends numerical modifiers 1, 2, and 3 to each generic rating classification from Aa through Caa. The modifier 1 indicates that the obligation ranks in the higher end of its generic rating category; the modifier 2 indicates a mid-range ranking; and the modifier 3 indicates a ranking in the lower end of that generic rating category.



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

MEMORANDUM

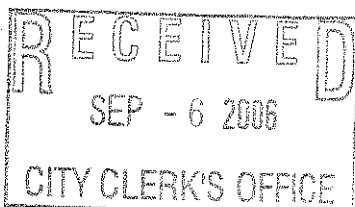
Date: September 6, 2006
To: Members, Committee on Administration/Information Systems
From: Lisa Thibault *Lia*
RE: Cell Phone/Pager Analysis

Attached please find an analysis of City cell phone/pager use for one month. The purpose of this analysis is to demonstrate just one area where a Central Purchasing Department could provide more consistent, efficient and cost-effective services.

Currently the City has seven vendors for cell phone/pager service and as you can see on the attached report, multiple calling plans at varying amounts. The result is that approximately thirty (30) invoices are processed every month and seven (7) separate checks are cut. There are no guidelines for the assignment of cell phones, no standards for cell phone equipment and service agreements, and no system in place to monitor usage patterns so that plans can be modified to better meet the needs of the users.

I have included a column for the minutes used to demonstrate the need for monitoring usage patterns and service plans so that the City is not wasting money on cell phones or pagers that are being underutilized. For example, the City spent \$1,078.77 for cell phones that were not used for the month represented in the report. I have also done some research and drafted a cell phone policy that the Board of Mayor and Aldermen may want to review and consider for adoption.

Attachment



141-B

Cell Phone Analysis for Invoices Paid 8/15/06

Vendor	Department/Employee	Calling Plan	Discount	Monthly Charge	Minutes Used
Cellico dba Verizon	Fire-Joe Kane	National Access - Unlim. Allow. @ 59.99	10.20	50.26	-
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.12	42
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.12	3
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.12	93
	Fire	Corporate Price Plan 10 minutes @ 10.99		11.89	5
	Fire	Digital Multiregional Elite 90 Anytime 500+ @ 18.99		19.88	13
	Fire-Steve Morin	America's Choice II for Bus 200 Share @ 34.99	5.95	30.12	136
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.12	68
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.12	68
	Fire-Chris Blue	America's Choice II for Bus 200 Share @ 34.99 + Digital Paging @ 2.99	5.95	33.18	6
	Fire	America's Choice II for Bus 200 Share @ 34.99 + Mobile Web @ 6.95	5.95	37.07	39
	Fire	Digital Multiregional Elite 90 Anytime 500+ @ 16.99		18.46	45
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.16	135
	Fire	America's Choice II for Bus 200 Share @ 34.99	5.95	30.32	45
	Fire	National Access - Unlim. Allow. @ 59.99	10.20	50.26	-
	Fire	National Access - Unlim. Allow. @ 59.99	10.20	50.26	-
	Fire	National Access - Unlim. Allow. @ 59.99	10.20	50.26	-
	Fire	Elite Price Plan @ 8.99		9.65	-
	Fire	National Access - Unlim. Allow. @ 59.99	10.20	50.26	-
Fire Subtotal			\$ 110.50	\$ 622.43	698
Cellico dba Verizon	Airport - Sheriff's Dept	America's Choice II 300 Anytime @ 34.99	9.45	25.54	104
	Airport	America's Choice II 300 Anytime @ 34.99 + 1000 In Network Min @ 10.00	3.50	41.59	187
	Airport	Digital Multiregional Elite 90 Anytime 500+ @ 16.99		16.99	4
	Airport	Singlerate NE 550 @ 55.00		55.00	-
	Airport	Corporate Flat Rate 0301 @ 11.99		11.99	-
	Airport	Digital Multiregional Elite 90 Anytime 500+ @ 16.99		16.99	11
	Airport	Corporate Flat Rate 0301 @ 11.99		22.44	2
	Airport	America's Choice 300 Anytime @ 34.99	2.80	32.19	6
	Airport	Corporate Price Plan @ 10.99		10.99	-
	Airport	Singlerate NE 300 @ 35.00		35.00	-
	Airport	Analog Digitalchoice @ 18.99		18.99	7
	Airport	Local Digital Choice 60 Anytime @ 24.99		24.99	15
	Airport-Donald Panzieri	America's Choice 300 Anytime @ 35.00	4.20	30.80	-
	Airport-Maint. Shop	America's Choice II 450 Anytime @ 39.99	4.00	35.99	375
	Airport	America's Choice 500 Anytime @ 49.99	8.50	41.49	17
	Airport	America's Choice II 450 Anytime @ 39.99	4.00	73.89	1,775
	Airport-Emergency	Corporate Price Plan @ 10.99		10.99	-
	Airport	Corporate Price Plan @ 10.99		10.99	-
	Airport-Paul Mueller	America's Choice II for Bus 450 @ 44.99	17.55	73.66	-
	Airport-Brian O'Neill	America's Choice II for Bus 900 @ 64.99	21.35	95.34	1,334
	Airport-Steve Adams	America's Choice II for Bus 900 @ 64.99		70.66	1,130
	Airport-Kevin Dillon	America's Choice II for Bus 450 @ 44.99	17.55	80.05	507
	Airport-Rich Fixler	America's Choice II for Bus 450 @ 44.99	17.55	73.91	641
	Airport-Paul Connolly	America's Choice II for Bus 450 @ 44.99	17.55	73.66	273
	Airport-Bruce Allen	America's Choice II for Bus 450 @ 44.99	17.55	74.56	213
	Airport-Chris Gursky	America's Choice II for Bus 900 @ 64.99	21.35	90.70	708
	Airport-Mike Farren	America's Choice II for Bus 450 @ 44.99	17.55	73.66	68
	Airport-Tom Malafronte	America's Choice II for Bus 450 @ 44.99	17.55	73.95	347
	Airport-Dave Bush	America's Choice II for Bus 900 @ 64.99	21.35	91.80	1,305
	Airport-Wayne Robinson	America's Choice II for Bus 450 @ 44.99		46.40	6
Nextel	Airport-Tom M.	National Shared Minutes 70 @ 70.99	12.60	69.52	622
	Airport-John Adams	Local Instant Connect 700 @ 50.99	9.00	246.27	1,491
	Airport-M. Legre	Nextel Local Connect 700 @ 65.99	11.70	62.93	443
	Airport-C. Braley	Nextel Local Connect 700 @ 55.99	9.90	60.08	907
	Airport-M. Venti	Nextel Local Connect 700 @ 70.94	11.70	61.84	296
	Airport-S. Gannon	National Shared 50 @ 59.99	10.80	50.32	131
	Airport-John Hagopian	National Shared Minutes 70 @ 79.99	14.40	71.67	481
	Airport-Nicholas Perez	National Shared Minutes 70 @ 89.99	16.20	75.76	447
	Airport-Scott B.	Local Instant Connect 500 @ 41.99	7.20	38.93	482
	Airport	Local Instant Connect 500 @ 41.99	7.20	200.62	2,308
Airport Subtotal			\$ 334.05	\$ 2,373.14	16,643

Cell Phone Analysis for Invoices Paid 8/15/06

Vendor	Department/Employee	Calling Plan	Discount	Monthly Charge	Minutes Used
Verizon	Highway-Bob Roy	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.26	503
	Highway-Bob Neveu	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.26	1,194
	Highway-Steve Tierney	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.26	790
	Highway-Frank Thomas	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.26	329
	Highway-Kevin Sheppard	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.74	1,112
	Highway-Joanne McLaughlin	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.26	425
	Highway-Ned Desrosiers	America's Choice Business Shareplan 400 Anytime @ 44.99	7.65	41.26	274
Nextel	Highway-Peter Capano	Local Instant Connect 500 @ 41.99	7.20	36.30	164
Highway		Subtotal	\$ 60.75	\$ 325.60	4,791
Verizon	Health-Community Health	America's Choice II Family Shareplan Secondary 700 Share @ 9.99		10.67	6
	Health-Fred Ruscsek	Broadband Access Unlimited @ 59.99		60.46	-
	Health-Josie Holguin	America's Choice II Family Shareplan Secondary 700 Share @ 9.99		10.67	89
	Health-Dental	America's Choice II Family Shareplan Secondary 700 Share @ 9.99		10.67	15
Nextel	Health-School	America's Choice II Family Shareplan Primary 700 Anytime 60.00	9.00	52.53	29
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.83	-
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.33	-
	Health	Nextel Local Connect 200 @ 48.98	8.10	42.64	153
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.83	-
	Health	Nextel Local Connect 200 @ 48.98	8.10	46.98	383
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.83	41
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.83	-
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.83	68
	Health	Nextel Local Connect 200 @ 48.98	8.10	41.83	-
Health		Subtotal	\$ 81.90	\$ 526.93	784
Verizon	Parks & Rec-Don Sowa	America's Choice II 450 Anytime @ 39.99	\$ 9.87	\$ 76.69	529
U.S. Cellular	Traffic-Jon Baron	CDMA Corp Comb Regional 650 @ 40.00 + Car Adapter @ 52.48		95.43	142
	Traffic-Tom Tom	CDMA Corp Comb Regional 650 @ 40.00		45.53	-
	Traffic-Jim Hoben	CDMA Corp Comb Regional 650 @ 40.00		45.53	155
	Traffic-Jim M.	CDMA Corp Comb Regional 650 @ 40.00		45.53	795
	Traffic-Steve C.	CDMA Corp Comb Regional 650 @ 40.00		45.53	35
	Traffic-Guy P.	CDMA Corp Comb Regional 650 @ 40.00 + GPS handset @ 52.53		95.48	93
	Traffic-Denise	CDMA Corp Comb Regional 650 @ 40.00		72.90	377
Traffic		Subtotal	-	\$ 445.93	1,597
U.S. Cellular	City Clerk-Matt Normand	Pager @ 9.95		\$ 11.63	
U.S. Cellular	Library	CDMA Regional 500 @ 35.00		\$ 42.43	65
Arch Wireless	Human Resources	CDMA Regional 800 @ 50.00		\$ 177.53	261
Arch Wireless	Info. Systems	Pagers (4)		\$ 66.43	
Arch Wireless	Fire	Pagers (81)		\$ 2,138.66	
Arch Wireless	Health	Pagers (14)		\$ 163.32	
Arch Wireless	Airport	Pagers (74)		\$ 927.43	
Arch Wireless	Highway	Pagers (6)		\$ 64.52	
Nextel	OYS	National Free Incoming 80 @ 79.99	14.40	69.98	119
	OYS	National Free Incoming 80 @ 79.99	14.40	69.98	143
OYS		Subtotal	\$ 28.80	\$ 139.96	262

Cell Phone Analysis for Invoices Paid 8/15/06

Vendor	Department/Employee	Calling Plan	Discount	Monthly Charge	Minutes Used
Nextel	Building Maint.-Joe Miville	National Team Share Add-on @ 19.99	3.60	16.76	22
	Building Maint.-Eric Krueger	National Team Share 400 @ 41.99	7.20	35.55	456
	Building Maint.-Ken Plumber	National Team Share Add-on @ 15.00	7.70	7.54	48
	Building Maint.-Office	National Team Share Add-on @ 18.00	7.70	10.58	-
	Building Maint.-Keith Spare	National Team Share Add-on @ 18.00	7.70	10.43	63
	Building Maint.-Mark F.	National Team Share Add-on @ 18.00	7.70	10.73	50
	Building Maint.-Chris Dan	National Team Share 400 @ 44.99	12.20	33.37	206
	Building Maint.-Armand	National Team Share 400 @ 44.99	12.20	33.37	195
	Building Maint.-Al	National Team Share Add-on @ 18.00	7.70	10.58	28
	Building Maint.-Mark L.	National Team Share 400 @ 44.99	12.20	33.77	166
	Building Maint.-Barbara	National Team Share 400 @ 44.99	12.20	33.37	31
	Building Maint.-Bob	National Team Share 400 @ 44.99	12.20	23.08	538
	Building Maint.-Bill	National Team Share 400 @ 44.99	12.20	33.22	411
	Building Maint.-Dave	National Team Share 400 @ 41.99		21.76	493
	Building Maint.-Nate Joe	National Team Share 400 @ 44.99	12.20	34.64	165
	Building Maint.-Tim	National Team Share 400 @ 41.99	12.20	30.28	691
	Building Maint.-TBD	National Team Share Add-on @ 21.99	3.60	18.61	404

Building	Subtotal	\$ 150.50	\$ 397.64	3,967
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Nextel	Police-Leidemer	National Team Share 1200 @ 91.99	16.20	76.84	95
	Police-G. Simmons	National Team Share 1200 @ 91.99	16.20	76.84	21
	Police-Legasse	National Team Share 1200 @ 90.99	16.20	78.68	103
	Police-Langton	National Team Share Add-on @ 16.00	2.70	15.44	479
	Police-Jaskolka	National Team Share Add-on @ 17.00	2.70	14.46	150
	Police-Kelly	National Team Share Add-on @ 16.00	2.70	13.46	413
	Police-Roach	National Team Share Add-on @ 16.00	2.70	13.46	3
	Police-Disabato	National Team Share Add-on @ 16.00	2.70	13.46	285
	Police-Dussault	National Team Share Add-on @ 16.00	2.70	13.46	314
	Police-R. Ranfos	National Team Share Add-on @ 16.00	2.70	13.46	296
	Police-Charbonneau	National Team Share Add-on @ 16.00	2.70	13.46	50
	Police-Soucy	National Team Share Add-on @ 16.00	2.70	17.72	962
	Police-Winn	National Team Share 1200 @ 90.99	16.20	75.84	-
	Police-Kincaid	National Team Share 1200 @ 90.99	16.20	77.56	282
	Police-Bolduc	National Team Share 1200 @ 90.99	16.20	75.99	254
	Police-Tracy	National Team Share 1200 @ 90.99	16.20	75.99	273
	Police-Reilly	National Team Share Add-on @ 16.00	2.70	13.61	185
	Police-Olson	National Team Share Add-on @ 16.00	2.70	13.61	39
	Police-Lussier	National Team Share Add-on @ 16.00	2.70	13.46	102
	Police-Parking Enforcement	National Team Share Add-on @ 16.00	2.70	13.61	294
	Police-Mara	National Team Share Add-on @ 16.00	2.70	13.76	73
	Police-Crime Scene	National Team Share Add-on @ 16.00	2.70	13.46	10
	Police-Walsh	National Team Share Add-on @ 16.00	2.70	13.61	119
	Police-Dispatch Supervisor	National Team Share Add-on @ 16.00	2.70	13.61	13
	Police-Tessier	National Team Share Add-on @ 16.00	2.70	13.61	134
	Police-Valenti	National Team Share Add-on @ 16.00	2.70	13.61	228
	Police-S. Ranfos	National Team Share Add-on @ 16.00	2.70	13.61	115
	Police-Fowke	National Team Share Add-on @ 17.00	2.70	15.88	354
	Police-Davies	National Team Share Add-on @ 16.00	2.70	13.61	122
	Police-Kinney	National Team Share Add-on @ 16.00	2.70	13.46	278
	Police-Goodno	National Team Share Add-on @ 16.00	2.70	13.61	416
	Police-S. Simmons	National Team Share Add-on @ 16.00	2.70	13.46	82
	Police-Fournier	National Team Share Add-on @ 16.00	2.70	13.46	16
	Police-Doughty	National Team Share Add-on @ 16.00	2.70	13.46	36
	Police-Hopkins	National Team Share Add-on @ 16.00	2.70	13.46	-
	Police-Bartlett	National Team Share Add-on @ 16.00	2.70	16.45	105
	Police-Lessard	National Team Share Add-on @ 16.00	2.70	14.37	214
	Police-Boies	National Team Share Add-on @ 16.00	2.70	13.61	98
	Police-Cunha	National Team Share Add-on @ 15.00	2.70	12.61	255
	Police-Mello	National Team Share Add-on @ 16.00	2.70	13.61	156
	Police-Willard	National Team Share Add-on @ 16.00	2.70	13.46	592
	Police-O'Leary	National Team Share Add-on @ 17.00	2.70	14.46	-
	Police-Favreau	National Team Share Add-on @ 16.00	2.70	13.61	389
	Police-Keith Phelps	Nextel National Shared 20 @ 49.99	9.00	41.99	64
	Police-Scott Harrington	Nextel National Shared 20 @ 49.99	9.00	202.56	756
	Police-Mark ODonogh	Nextel National Shared 20 @ 49.99	9.00	66.07	282
	Police-Liz Clouthier	Nextel National Shared 20 @ 49.99	9.00	43.26	204
	Police-MPD Dart Unit	Nextel National Shared UD @ 39.99	7.20	33.68	-
	Police	Nextel National Shared 20 @ 55.98	17.00	39.91	382
	Police-Bob	Nextel Get Right Through @ 52.98	9.00	131.26	974
	Police-Save	Nextel Get Right Through @ 52.98	9.00	52.63	557
	Police-Rich	Nextel Get Right Through @ 52.98	9.00	51.60	568
	Police-Eric	Nextel Get Right Through @ 52.98	9.00	44.98	253
	Police-Kevin	Nextel Get Right Through @ 52.98	9.00	50.00	474
	Police-SIU 1	Add-A-Phone @ 38.31	6.00	33.11	-
	Police-SIU 2	Add-A-Phone @ 38.31	6.00	68.51	88

Police	Subtotal	\$ 327.80	\$ 1,897.82	13,007
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Cell Phone Analysis for Invoices Paid 8/15/06

Vendor	Department/Employee	Calling Plan	Discount	Monthly Charge	Minutes Used
Nextel	EPD-Maint.	Sprint Biz Essentials 400 @ 42.98	7.20	36.54	18
	EPD-R. Cantu	National Team Share Add-on @ 19.99	2.70	17.63	129
	EPD-Fred McNeill	Add-A-Phone @ 22.99	8.60	14.55	365
	EPD-Tom Corey	Sprint Biz Essentials 400 @ 42.98	8.60	31.32	60
	EPD-John Patten	Add-A-Phone @ 22.99	8.60	14.70	38
	EPD-Kirk Ray	Add-A-Phone @ 22.99	8.60	14.70	80
	EPD-Rob Robinson	Add-A-Phone @ 22.99	8.60	14.70	40
	EPD-Mike Kilrain	Sprint Biz Essentials 400 @ 42.98	12.20	31.17	35
	EPD-Office	Add-A-Phone @ 22.99	3.60	19.61	-
	EPD-Brian F.	Sprint Biz Essentials 400 @ 42.98	10.20	33.35	207
	EPD-Foreman	Add-A-Phone @ 22.99	6.59	16.77	20
	EPD-Operator	Add-A-Phone @ 22.99	6.59	16.77	10
	EPD-Cohas	Add-A-Phone @ 22.99	3.60	19.61	-
EPD		Subtotal	\$ 95.68	\$ 281.42	1,002
Sprint	Water Works	PCS Ready Link Plan @ 45.00	12.50	39.05	11
		PCS Ready Link Plan @ 45.00	12.50	39.05	29
		PCS Ready Link Plan @ 50.00	13.75	42.91	104
		PCS Ready Link Plan @ 50.00	13.75	42.91	392
		PCS Ready Link Plan @ 50.00	13.75	42.91	20
		PCS Ready Link Plan @ 50.00	13.75	42.91	17
		PCS Ready Link Plan @ 50.00	13.75	42.91	102
		PCS Ready Link Plan @ 50.00	13.75	44.31	531
		PCS Ready Link Plan @ 50.00	13.75	45.71	85
		PCS Ready Link Plan @ 50.00	13.75	42.91	308
		PCS Ready Link Plan @ 50.00	13.75	42.91	53
		PCS Ready Link Plan @ 50.00	13.75	42.91	159
		PCS Ready Link Plan @ 45.00	12.50	39.05	35
		PCS Ready Link Plan @ 50.00	13.75	42.91	-
		Water Works		Subtotal	\$ 188.75
T-Mobile	Finance-Randy	BB, BIS & BES Access @ \$69.99		\$ 81.67	212
GRAND TOTAL			\$ 1,388.60	\$ 11,354.54	45,664

Total # of cell phones: 194
Avg. monthly cost: \$40.31

Total # of pagers: 194
Avg. monthly cost: \$34.76

Note: There were 30 invoices processed and 7 checks cut for cell phones/pagers for the month.

DRAFT

CITY OF MANCHESTER



CELL PHONE POLICY

14-B

Purpose

The City of Manchester may provide cell phones to employees to improve customer service and enhance business efficiency. To that end, we would like to provide the most consistent, convenient and cost-effective cell phone services possible. The objectives of this policy are to:

- Provide guidelines to employees who require a cell phone to conduct City business;
- Apply standards to the cell phone equipment and service agreements used by City employees;
- Simplify and make more manageable the City's relationship with cell phone vendors;
- Provide a system for monitoring cell phone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- Ensure that the City's acquisition of cell phone service is cost-effective; and
- Establish a system for monitoring future developments in cell services and selecting those that meet the needs of the City.

Eligibility and Approval

Cell phones and services may be provided to certain City employees to conduct activities related to their employment that either cannot be conducted on a landline telephone or for which it would be inefficient to use a landline telephone. Requests for cell phones must be approved by the employee's department head (who will determine need) and the Central Purchasing Department (who will provide advice on the most appropriate equipment and plans). Once approved, the employee will receive a cell phone agreement (see attached) and will sign said Agreement indicating acceptance of the terms of the issuance of a City cell phone. Upon completion of the Agreement, the employee will be issued a cell phone by the Central Purchasing Department.

Personal Calls

The City provides cell phones to employees for the purpose of conducting City business. The use of City-owned cell equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee. Reimbursement for personal use must be made to the City within fifteen (15) days of receipt of the itemized billing statement and reconciliation of same.

Plans, Handsets, Features and Accessories

The City will contract for a set of usage plans, handsets, features and telephone accessories that will serve the needs of most employees. An employee wishing to have features other than those offered in the available programs must have approval of his or her department head and the Central Purchasing Department.

Damage, Loss or Theft

Handsets or other equipment that is damaged in the course of business should be brought to the Central Purchasing Department, who will contact the vendor for replacement or repair. Lost or stolen cell equipment should be immediately reported to the employee's supervisor and to the Central Purchasing Department so that the service can be cancelled. All costs incurred for replacement or repair will be the responsibility of the employee's department.

Program Management

The relationship with cell providers shall be managed through the Central Purchasing Department. Central Purchasing staff will place all orders for cell telephones and services with the contracted vendor, take delivery of equipment and contact employees when it arrives. Central Purchasing staff will monitor plans and overall usage and suggest changes in service agreements to provide the most convenient and economical plan to the employee.

Employees may call the local representatives of the contracted vendor or vendors to discuss the various options available on City sponsored programs.

The Central Purchasing Department will also monitor changes in cell telephone technologies and make recommendations for improvements in the City's equipment on an as needed basis.

CITY OF MANCHESTER CELL PHONE AGREEMENT

By signing below I understand and agree to all the conditions of issuance of a City of Manchester cell phone:

1. I am responsible for all personal calls. Plan minutes are set at _____ per month at a rate of \$_____ plus taxes per month, both of which are subject to change. This equates to a per minute cost of \$_____ for all calls made within the plan minutes, which is also subject to change. I also understand that I am personally responsible for all long distance and roaming charges that are applicable to all personal phone calls. I understand this phone is to be used for City business and that although personal phone calls are allowed they will be kept to a minimum.
2. I understand and agree that I will not use the City cell phone in an unsafe manner while operating a motor vehicle or other equipment provided by the City. I will also apply the same required safety considerations of using a City cell phone while using my personal vehicle.
3. I understand and agree that if I lose the cell phone I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by my department head.
4. I will make reimbursement to the City for all personal calls within 15 days of receipt of the itemized billing statement and reconciliation of same. Said reimbursement will include charges for personal minutes used including long distance and roaming charges and applicable taxes. Cell phone billings are subject to audits by the City as well as other entities. I also acknowledge that cell phone bills and other documents are public records.
5. I agree to adhere to the City's cell phone policy.
6. I understand and agree that in the event I do not adhere to any part of this agreement or the City's cell phone policy I may be subject to termination of access to a City cell phone and/or other disciplinary action.

Employee Signature _____

Date _____

For Use By The Central Purchasing Department:

Cell Phone Model Issued: _____

Date: _____

By: _____

14-B



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

September 18, 2006

Alderman Dan O'Neil, Chairman
Committee on Administration / Information Systems
C/o City Clerk Office
One City Hall Plaza
Manchester, NH 03101

RE: Centralizing purchasing for printing needs

Dear Alderman O'Neil and Committee Members:

The City has been approached by Specialized Purchasing Consultants Corporation (SPC) to perform a needs assessment and analysis of the City's reprographic systems including copiers, system printers and outside printing requirements. SPC is proposing to use the results of the assessment and analysis to design a reprographic system that will increase the City's capabilities, while reducing our costs. SPC is proposing a similar program with the School District; has made a presentation to the Finance Department and held brief discussions with the mayor.

Based on similar municipal and school district assessments performed by SPC throughout Maine and New Hampshire, there is a potential for the City to realize annual savings in excess of \$100,000. I have enclosed for your review a copy of the summary provided by SPC.

At this time I am requesting approval from the Committee to contract with SPC to undertake the needs assessment and analysis. Upon its completion, I will submit the results back to the Committee. I, along with a representative of SPC, will be available at the next Committee meeting to address any questions you might have relative to this request.

Respectfully submitted,

Randy M. Sherman
Deputy Finance Officer

Cc: Kevin Clougherty

14-C

Sample References & Purchasing Power of SPC in New Hampshire & Maine

Photocopiers

Municipality	Contact	Tel #	Volume	Population	Average CPP*	Total Cost Before SPC	Total CPP w/ SPC	Total Cost w/SPC	5 Year Cost Savings #	Vendor(s) Awarded the Bid
Augusta ME	Ralph St. Pierre	207-626-2300 X-4168	1,079,578	18,560	\$0.0212	\$22,887.05	\$0.00680	\$7,341.13	\$77,729.62	Apgar & Ikon
Cape Elizabeth ME	Pauline Apotria	207-799-2217	183,495	9,068	\$0.0250	\$4,587.38	\$0.00599	\$1,099.14	\$17,441.20	Ikon
Kennebunkport ME	Nathan Poore	207-967-4243 X-1	310,480	10,476	\$0.0270	\$8,379.86	\$0.00585	\$1,816.31	\$32,817.74	Ikon
Saco ME	Richard Michaud	207-282-4191	767,054	16,822	\$0.0312	\$23,932.08	\$0.00646	\$4,955.17	\$94,884.58	Ikon & Xerox
Derry NH	Russell Marcoux	603-432-6100	1,029,998	22,500	\$0.0151	\$15,511.77	\$0.00552	\$5,685.59	\$49,130.90	Imagistics & Ikon
Totals & Averages >			3,370,605	77,426	\$0.0223	\$75,298.14	\$0.0062	\$20,897.33	\$272,004.04	#4 Different Vendors
Average Number of Copies per Person Per Year >			44							

Equipment Purchasing & SPC's Compensation:

Example...If retail is \$25,000, then SPC's pricing directly through the Manufacturer is approx \$7,500.
SPC's Compensation is based on 11%. Above example our fee would be \$825.

Also, if the average cost per print is \$0.00558 (without SPC) as indicated above, our fee is \$0.000614. (CPC with SPC = \$0.0062)
Or based on 1,000,000 prints is \$614.00.

* Note: This category primarily includes just 'Service & Supplies', however, with some clients with shown with an *, a portion of the equipment was included in this category as a cost per copy rental.

#Note: A portion of the cost savings were allocated to help pay for new equipment that was needed at the time of the upgrade.

Manchester City SPC Appraisal 4/21/2006							
CPC Range	Cost-Per-Print	Population	Volume	Total Cost Before SPC	Total CPP w/ SPC's Compensation Included	Total Cost w/SPC's Fee	5 Year Cost Savings #
Highest	\$0.0312	108871	4,790,324	\$149,458.11	\$0.00620	\$29,700.01	\$598,790.50
Average	\$0.0223		4,790,324	\$106,824.23	\$0.00620	\$29,700.01	\$385,621.08
Lowest	\$0.0151		4,790,324	\$72,333.89	\$0.00620	\$29,700.01	\$213,169.42

'Questions Often Asked with the Answers'

1. Why is the average 'cost-per-print' for service & supplies as high \$0.0194 in the above comparisons when in reality it is not difficult to acquire cost per prints as low as \$0.0049 per print?

Answer: The industry thrives on confusion!! The more invoices the better. With most municipalities, they have multiple individual monthly or quarterly billing.. For example one of our clients that we upgraded in March of 2006 had Twenty-Eight individual Service & Supply Contracts that were all over the place, ranging from a low of \$0.007 to an incredible high of \$2.56 per print (This machine was being hardly used but they were being invoiced \$536.00 per year); Monthly & Quarterly billing had been set up by the vendors that does not take into account the massive fluctuations in monthly volumes. During the summer months, machines are often idle and yet they are being billed for a minimum amount of copies. On the other hand, during heavy usage months you are hit for an overage! They had literally hundreds of invoices (28 X 12 = 336+- invoices each year) that were impossible to monitor or control without massive amount of time being spent. As a result the cost-per-print goes through the roof.

The only way you can determine exactly what your cost-per-print is to examine both the invoice while you cross verify with the actual meter reads. SPC will offer to do such an audit as part of their contract and establish a simple all inclusive blanket one invoice per year where you pay for what you use, nothing more and nothing less.

2. Do I have to replace all my equipment to get these prices?

Answer: No! After SPC does their onsite inspection and survey of key operators, we establish a five year plan that may only replace 25% of your equipment. Anyone is able to drop the cost of operation on new equipment replaced. But the above examples did not replace all of their equipment and yet we were able to drop the cost of operation on the entire copier base.

Example; Client has 30 machines and is doing 5,000,000 prints per year. After an SPC audit, 7 machines were earmarked as necessary to be replaced. These 7 machines are doing 1.5 million prints. SPC will not only drop the cost of operation on the 1.5 million prints but also drop the cost-per-print on the 3.5 million prints that are being done on the remaining units! Therefore, the entire 5,000,000 prints for the entire 30 machines drops dramatically! That is what you are seeing with the school districts mentioned above.

3. With the dropping of cost of operation, will my quality of service go down?

Answer: Absolutely not! In fact it will improve. Why? SPC will not only drop the cost of operation, it will initiate Five Year Warranties on both the new and EXISTING equipment that is not replaced. SPC, along with the vendor who is awarded the bid, jointly warranty the new and existing equipment. In addition, because SPC is the largest buyer of equipment across three states; Maine, NH and Vermont, we are able to use this buying power to ensure that the vendors provide you with better service than you have ever had before.

4. I am in the middle of a contractual agreement, how am I able to take advantage of these cost savings?

Answer:! Using our buying power, we able to renegotiate all of your contracts while improving the quality of the equipment and service!

Please feel free to call any of our clients for a reference!



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

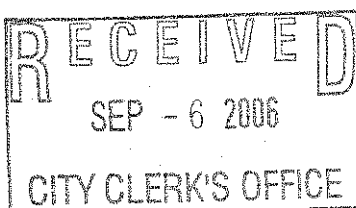
MEMORANDUM

Date: September 6, 2006
To: Members, Committee on Administration/Information Systems
From: Lisa Thibault *Lisa*
RE: W.B. Mason Analysis

Attached please find a six-month analysis of office supply orders placed with W.B. Mason. Please note that W. B. Mason is not the only vendor the City uses for office supply purchases, however, they do receive the largest volume of business. The purpose of this analysis is to demonstrate another area where a Central Purchasing Department could provide more efficient and cost-effective services by purchasing in bulk and establishing a warehouse for common office supplies.

The report runs from January 3 through July 28 and represents 144 business days, of which only four had no ordering activity. The total number of invoices processed were 447, with an average of three orders being placed per day. The average amount spent per invoice was \$182.89. If you take the low average of 10 minutes per invoice, that equates to approximately 74.5 hours of processing time for just one vendor for six months.

Attachment



14-D

W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
January 3, 2006	Water Works	182.75
	Police	120.78
	EPD	153.78
	Building	7.23
	Airport	356.00
	OYS	32.35
January 4, 2006	Parks & Rec.	91.74
	Tax	334.03
	Water Works	403.30
	Tax	2.79
January 5, 2006	Health	164.00
	Water Works	130.00
	Planning	183.89
	Fire	23.58
January 6, 2006	Fire	91.96
	Solicitor	62.02
January 9, 2006	Finance	38.10
	Assessors	42.73
	Fire	413.04
	Building	73.27
	Solicitor	79.98
January 10, 2006	Health	36.75
	Airport	189.14
	Building	33.00
	Planning	89.49
	Airport	491.16
January 11, 2006	Parks & Rec.	257.17
January 12, 2006	Police	245.78
	Water Works	23.56
	Planning	82.14
	OYS	89.23
January 13, 2006	Planning	270.96
	Tax	135.80
	Finance	161.70
January 16, 2006	Water Works	196.36
January 17, 2006	Airport	244.35
	Health	9.24
	Water Works	59.20

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
January 18, 2006	Parks & Rec.	48.73
	EPD	94.99
	Fire	132.07
	Police	459.80
January 19, 2006	Assessors	60.00
	Planning	225.00
	EPD	119.96
	Library	292.31
January 20, 2006	Fire	56.07
	Health	335.03
	Tax	324.57
January 23, 2006	Mayor's Office	90.95
January 24, 2006	Assessors	73.73
	Health	29.99
	Assessors	198.56
	Health	0.85
	Fire	70.81
	Water Works	211.75
	HR	23.11
January 25, 2006	City Clerk	141.95
	City Clerk	80.26
January 26, 2006	Building	144.62
	Health	15.04
	Library	69.60
	Library	177.90
January 27, 2006	EPD	158.77
January 30, 2006	Fire	22.80
	Senior Services	653.90
January 31, 2006	Police	144.50
	Water Works	49.65
	Finance	208.32
JANUARY TOTAL	69 invoices	\$ 10,317.94
February 1, 2006	Airport	195.49
	Planning	342.44
	Police	251.13
	Water Works	53.88
February 2, 2006	Library	21.21
	EPD	57.24

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
February 3, 2006	Planning	12.18
	HR	26.72
February 6, 2006	Airport	64.40
	Building	60.96
February 7, 2006	Info. Systems	250.90
	Building	2.02
	OYS	13.82
February 8, 2006	Solicitor	344.49
	Airport	67.00
	Police	89.63
	Mayor's Office	61.09
	Water Works	223.18
	Library	528.37
February 9, 2006	Info. Systems	299.90
	Finance	21.90
February 10, 2006	Health	9.86
	Health	50.46
February 13, 2006	Police	546.87
	Police	83.80
	Water Works	144.71
February 14, 2006	Assessors	157.48
	Solicitor	198.56
	EPD	273.40
February 15, 2006	Airport	475.00
	Police	1,278.00
	Water Works	149.95
February 16, 2006	Airport	81.05
	Police	409.39
	Health	56.97
	Assessors	26.00
	EPD	60.62
February 17, 2006	Parks & Rec.	34.20
	Assessors	44.24
	HR	237.72
	Fire	80.85
	Police	183.76
	Finance	44.90

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
February 21, 2006	Airport	276.82
	Planning	10.51
	Planning	132.25
	Water Works	98.90
	Water Works	120.04
	City Clerk	309.09
	Airport	37.88
	EPD	52.28
February 22, 2006	City Clerk	52.41
	Finance	12.85
February 23, 2006	Parks & Rec.	202.42
	Tax	304.34
February 24, 2006	Tax	7.70
	Building	23.22
	Police	698.00
	Health	123.34
	Water Works	48.54
February 27, 2006	Airport	48.98
	Police	13.38
	Health	33.33
	Fire	24.94
February 28, 2006	Police	170.51
FEBRUARY TOTAL	65 invoices	\$ 10,417.47
March 1, 2006	Parks & Rec.	197.28
	Building	234.34
	Building	300.27
	EPD	119.96
March 2, 2006	Fire	39.05
	Airport	20.10
	EPD	6.60
	Parks & Rec.	126.14
	Assessors	89.92
	Library	668.52
	Water Works	166.44
March 3, 2006	Building	18.70
	Building	9.99
	Finance	181.80
March 6, 2006	Planning	151.34
	Tax	302.71
	Water Works	344.85
	Assessors	26.00
	HR	11.76

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
March 7, 2006	Parks & Rec.	39.91
	Assessors	267.06
	Airport	360.34
	Health	20.42
March 8, 2006	Police	381.56
	Senior Services	203.62
March 9, 2006	Airport	27.11
	Airport	14.28
	Assessors	18.58
March 10, 2006	Parks & Rec.	131.63
	Info. Systems	8.98
	Police	238.61
March 13, 2006	Library	268.53
March 14, 2006	City Clerk	82.35
	Airport	54.44
	Mayor's Office	25.49
	Fire	255.69
	Police	419.00
	Airport	60.00
	City Clerk	364.08
March 15, 2006	Fire	59.19
	Planning	74.81
	Parks & Rec.	111.03
	EPD	164.13
	Health	887.60
	Police	217.07
	HR	152.95
March 16, 2006	Police	269.98
	City Clerk	65.12
March 17, 2006	Finance	25.75
March 20, 2006	Tax	72.42
	Highway	419.00
	Water Works	20.30
March 21, 2006	Building	114.67
	Airport	182.24
	Building	47.96
	Planning	74.95
March 22, 2006	Building	672.11
	EPD	40.52
	Water Works	60.07
	HR	65.96

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
March 23, 2006	City Clerk	155.03
	Fire	76.67
	Police	299.20
	Library	395.62
	Planning	156.88
	Health	32.62
March 24, 2006	Tax	103.96
March 27, 2006	Tax	421.14
	City Clerk	170.64
March 28, 2006	Health	19.16
	Highway	801.44
March 29, 2006	Airport	592.71
	Highway	660.21
	Airport	24.80
	Planning	83.80
March 30, 2006	Parks & Rec.	144.51
	Health	7.51
	Airport	205.56
March 31, 2006	Building	45.45
	Police	14.55
	Health	186.75
MARCH TOTAL	81 invoices	\$ 14,653.49

April 3, 2006	Assessors	199.88
	Assessors	329.40
April 4, 2006	Airport	382.81
	Water Works	35.66
April 5, 2006	Building	33.38
	Assessors	116.59
	EPD	123.82
April 6, 2006	Assessors	26.00
April 7, 2006	Water Works	47.08
	Health	38.65
	EPD	119.96
	Finance	116.29
April 10, 2006	Police	143.00
April 11, 2006	Fire	119.46
	Airport	212.11
	Water Works	57.55
	Police	648.75

14-D

W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
April 12, 2006	Info. Systems	27.12
	Mayor's Office	52.33
	Police	338.82
April 14, 2006	Fire	2.52
	Library	545.75
	HR	696.27
April 17, 2006	Water Works	167.02
April 18, 2006	Airport	79.23
	EPD	27.88
	Fire	31.76
April 19, 2006	City Clerk	1,748.67
	Parks & Rec.	118.91
	Fire	41.76
	Water Works	153.80
	Police	24.27
	Airport	86.18
	Water Works	236.79
April 20, 2006	Fire	34.68
	Finance	276.86
	Water Works	72.81
April 21, 2006	EPD	128.88
April 24, 2006	Health	21.73
	Fire	138.00
April 25, 2006	Info. Systems	147.76
	Airport	26.00
	Police	259.75
	EPD	29.99
April 26, 2006	Building	401.15
April 27, 2006	Parks & Rec.	43.25
	Fire	278.48
	OYS	107.24
April 28, 2006	Tax	374.86
	Water Works	429.59
	Finance	584.00
APRIL TOTAL	51 invoices	\$ 10,484.50
May 1, 2006	Library	449.70
May 2, 2006	Fire	165.95
	Airport	100.33
	Planning	41.42
	Water Works	78.72
May 3, 2006	Solicitor	209.50
	Planning	3.42

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
May 4, 2006	Fire	186.53
	Parks & Rec.	107.92
	Assessors	109.95
	Finance	32.04
	Police	209.50
May 5, 2006	Building	559.80
	Fire	169.99
	Health	272.09
	EPD	95.98
May 8, 2006	HR	73.08
	Police	102.33
May 9, 2006	Fire	57.16
May 10, 2006	City Clerk	1,382.81
	Airport	1.62
	Info. Systems	95.70
	Fire	41.96
	Airport	58.44
	Airport	221.96
	Planning	83.80
	EPD	307.31
	Water Works	56.58
	Police	299.20
May 11, 2006	Assessors	825.48
	Finance	209.50
May 12, 2006	Building	23.66
	Health	497.45
	Water Works	15.09
	Water Works	308.74
May 15, 2006	City Clerk	103.87
	Airport	842.40
	Health	156.33
	Building	28.80
	Water Works	152.96
May 16, 2006	Tax	313.32
	Health	137.68
	Airport	51.99
	Airport	264.80
May 17, 2006	Solicitor	143.18
	Finance	16.75
May 18, 2006	Solicitor	5.20
	Health	49.00
	Health	11.46
	Police	243.15

14-D

W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
May 19, 2006	Airport	52.93
	Health	110.27
	Water Works	31.55
May 22, 2006	City Clerk	129.48
	Police	63.06
May 23, 2006	Fire	65.25
	Police	29.48
	Info. Systems	14.38
May 24, 2006	Airport	234.21
	Health	14.74
	Library	531.18
	Highway	57.73
May 25, 2006	Info. Systems	449.85
	Planning	57.60
May 26, 2006	Info. Systems	58.70
	Assessors	168.48
	Water Works	195.43
May 31, 2006	Airport	23.99
MAY TOTAL	68 invoices	\$ 12,263.91
June 1, 2006	Building	253.88
	Building	36.52
	Senior Services	111.80
June 2, 2006	Building	28.59
	Building	28.59
June 6, 2006	Airport	103.35
	Parks & Rec.	246.78
June 7, 2006	Tax	653.29
	Planning	83.75
June 8, 2006	Assessors	200.35
June 9, 2006	City Clerk	408.73
	Building	33.09
	Library	472.46
	Police	104.75
	Water Works	498.68
	Water Works	29.24
	Water Works	91.98
June 12, 2006	HR	87.40
June 13, 2006	Airport	235.18
	Planning	221.31
	Water Works	200.16
	Health	18.20
June 14, 2006	Parks & Rec.	14.23

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
	Building	110.00
	Water Works	192.38
	Water Works	239.65
	Mayor's Office	109.85
June 15, 2006	Building	1,489.80
June 16, 2006	Tax	119.99
	Water Works	86.10
June 19, 2006	Police	773.76
June 20, 2006	Airport	29.50
	Airport	166.02
	Water Works	59.72
June 22, 2006	City Clerk	243.85
June 23, 2006	City Clerk	120.84
	Water Works	73.21
June 26, 2006	Health	5.00
	Health	2,110.23
	Water Works	213.46
June 27, 2006	Health	180.97
June 29, 2006	City Clerk	382.35
	City Clerk	850.65
	Highway	353.00
	Health	426.12
	Highway	168.75
	Health	279.57
	Health	63.98
	Water Works	45.79
	Water Works	29.87
June 30, 2006	Solicitor	139.27
	Solicitor	33.02
	Assessors	538.66
	HR	870.90
	Water Works	59.74
JUNE TOTAL	56 invoices	\$ 14,728.31
July 5, 2006	OYS	4.36
	Finance	19.44
	Health	19.50
	Info. Systems	30.60
	Airport	362.00
	Parks & Rec.	64.29
	Finance	19.44

14-D

W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

Date Ordered	Department	Total \$ Spent
July 6, 2006	Building	71.82
	Parks & Rec.	79.65
	Police	708.04
	EPD	306.68
	Water Works	68.07
July 7, 2006	Water Works	205.38
	EPD	16.08
	Finance	234.92
July 10, 2006	Airport	71.01
	EPD	134.71
July 11, 2006	Airport	743.28
	Library	538.63
	Police	63.11
July 12, 2006	Fire	201.56
	EPD	144.95
	Highway	481.79
July 13, 2006	Airport	150.04
	Water Works	201.29
	Police	665.50
	Water Works	29.60
July 14, 2006	Planning	55.00
	EPD	22.59
July 17, 2006	OYS	29.36
	Health	384.83
July 18, 2006	Airport	399.96
	Parks & Rec.	103.08
July 19, 2006	Mayor's Office	39.43
	EPD	75.13
	Finance	11.72
	Water Works	21.15
July 20, 2006	City Clerk	170.09
	Assessors	32.60
July 21, 2006	OYS	8.79
	Tax	54.60
	Police	638.00
	HR	261.56
	Water Works	102.74
July 24, 2006	Parks & Rec.	120.97
	Fire	131.35
	Finance	7.29
	Assessors	21.45
	Fire	37.53
July 25, 2006	Airport	158.03

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W.B. Mason
Office Supply Analysis
1/3/06 - 7/28/06

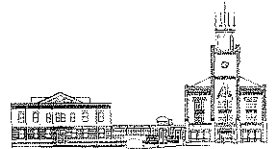
<u>Date Ordered</u>	<u>Department</u>	<u>Total \$ Spent</u>
July 26, 2006	Fire	69.81
	Water Works	85.56
	Assessors	32.60
July 27, 2006	Airport	50.84
	Water Works	18.44
July 28, 2006	Water Works	38.16
	Fire	69.35
JULY TOTAL	57 invoices	\$ 8,887.75

14-D



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Mayor Guinta and All Aldermen

From: C. Johnson
Deputy City Clerk

Date: October 2, 2006

Re: P-Card Vendor List

Enclosed is a P-Card Vendor listing supplied by the Finance Department as requested by Alderman O'Neil at a Committee meeting last week.

Enclosure

Supplier Summary
7/27/2006 - 10/2/2006

Supplier ID	Supplier Name	Debit		Credit		Total		Average Tran. Amount
		#	Amount	#	Amount	#	Amount	
27059500762203	AMZ*Amazon Payments	1	82.48	0	.00	1.00	82.48	82.48
235508526995	ANIMAL EMERGENCY CLINI	1	677.91	0	.00	1.00	677.91	677.91
000006701212034	AUBIN HARDWARE	1	17.95	0	.00	1.00	17.95	17.95
323204472993	AUTOFAIR FORD INC	1	7,799.00	0	.00	1.00	7,799.00	7,799.00
784959000762203	Amazon.com	1	45.99	0	.00	1.00	45.99	45.99
10-9513296690	CALE AGENCIES INC	1	420.00	0	.00	1.00	420.00	420.00
301352353315662	CENTRAL PAPER PRODUCTS	1	117.79	0	.00	1.00	117.79	117.79
89900000407211	COPY EXPRESS	4	594.72	0	.00	4.00	594.72	148.68
19-9117747601	CORONET GLOBAL	1	975.00	0	.00	1.00	975.00	975.00
4445042408237	CVS PHARMACY #0823 Q03	1	11.19	0	.00	1.00	11.19	11.19
67452590003	DELL MARKETING L.P.	2	35.01	0	.00	2.00	35.01	17.51
542929801430950	E & R LAUNDRY/PROM	1	2,852.64	0	.00	1.00	2,852.64	2,852.64
77188100622902	EGHR DIRECT	1	219.67	0	.00	1.00	219.67	219.67
421221843889	FEDEX SHP 09/19/06 AB#	1	40.27	0	.00	1.00	40.27	40.27
421221843889	FEDEX SHP 09/26/06 AB#	1	20.03	0	.00	1.00	20.03	20.03
260030219885	HILLYARD INC MANCHESTE	2	1,183.76	0	.00	2.00	1,183.76	591.88
30016095044	HTE USER S GROUP	2	100.00	0	.00	2.00	100.00	50.00
67040350019	HYATT HOTELS BALTIMORE	2	473.95	0	.00	2.00	473.95	236.98
000001678415156	IMN CONFERENCES	4	200.00	1	-50.00	5.00	150.00	30.00
0006433299	INSIGHT PUBLIC SECTORS	1	83.34	0	.00	1.00	83.34	83.34
461682999104219	J PAULS HARBOR PLACE	1	46.11	0	.00	1.00	46.11	46.11
218178770994	KIMBALL MIDWEST-COL DI	1	125.28	0	.00	1.00	125.28	125.28
062203219993	LEBLANC S TVHDW	1	11.79	0	.00	1.00	11.79	11.79
08-0700620305	MANCHESTER AIRPORT	1	30.00	0	.00	1.00	30.00	30.00
295022871889	METROCALL/ARCH WIRE	2	206.40	0	.00	2.00	206.40	103.20
67419330014	MILLENNIUM BROADWAY	1	1,904.01	0	.00	1.00	1,904.01	1,904.01
411202458997	NEPTUNE POLICE SUPPLY	1	2,778.00	0	.00	1.00	2,778.00	2,778.00
67007250012	ORB*APT90101WPWXAME	1	5.99	0	.00	1.00	5.99	5.99
436845555170207	OVERHEAD DOOR OF MANCH	1	184.50	0	.00	1.00	184.50	184.50
461682999104250	PAOLOS HARBOR PLACE	1	82.83	0	.00	1.00	82.83	82.83
67212010011	PITNEY BOWES CREDIT	1	69.00	0	.00	1.00	69.00	69.00
0003022108	PRUDENTIAL CTR GARAO68	1	30.00	0	.00	1.00	30.00	30.00
421314844885	QUEENCITYPAINT&WALLPAP	1	111.02	0	.00	1.00	111.02	111.02
451039416990	SOUTHWES	5	927.80	0	.00	5.00	927.80	185.56
245787000234963	SPRINT *WIRELESS SVCS	2	1,504.90	0	.00	2.00	1,504.90	752.45
67260411897	STAPLES #1189	1	63.49	0	.00	1.00	63.49	63.49
67260394966	STAPLES BUSINESS ADV #	2	137.90	0	.00	2.00	137.90	68.95
096089000001INF	STATE MOTORS	5	860.22	0	.00	5.00	860.22	172.04
456129000450304	T-MOBILE	1	74.86	0	.00	1.00	74.86	74.86
902203944993	THE BIKE BARN	1	2,480.00	0	.00	1.00	2,480.00	2,480.00
67107002909	THE HOME DEPOT 3482	4	345.28	0	.00	4.00	345.28	86.32
295252873886	THOMSON WEST	2	80.43	0	.00	2.00	80.43	40.22
542929802737312	UNION LEADER CORPO	7	4,470.75	0	.00	7.00	4,470.75	638.68
000001671004710	UNIQUE FORD INC.	1	87.50	0	.00	1.00	87.50	87.50
451229494997	UNITED	1	197.11	0	.00	1.00	197.11	197.11
23393670013	W.B. MASON CO INC.	2	514.70	0	.00	2.00	514.70	257.35
Report Total:		78	33,280.57	1	-50.00	79.00	33,230.57	420.64



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

MEMORANDUM

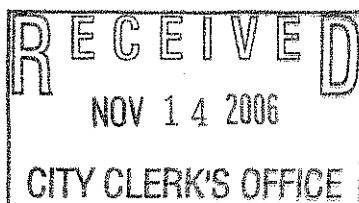
Date: November 13, 2006
To: Members, Committee on Administration and Info. Systems
From: Randy Sherman, Interim Finance Officer
RE: P-Card Analysis

Attached please find a summary of vendors who have been used to date by City employees using their P-cards, along with the total amount spent since the inception of the program on July 27. Using only these vendors, an analysis was conducted of the November 15th check run. If every department had access to a P-card and used it instead of the old purchase order system, it would have equated to \$329,889.27 towards our FY07 goal of \$5,000,000. Also, there would have been 459 fewer purchase orders requiring processing and 52 fewer checks cut.

I want to reiterate that this analysis was done only for vendors that the City has used the P-card with to date.

As of this date, the following departments are utilizing P-cards: Finance, Police, Highway, MEDO, Parking, Information Systems, Health, Water, Mayor's Office and the Library. We have had meetings with Parks & Rec., Fire, Airport and Solicitor and plan to meet with all departments in the near future to explain the program and get those who are interested on board as quickly as possible.

Attachment



14-F

P-Card Vendor Summary
7/27/2006 - 11/13/2006

Vendor	# of Trans.	Amount	Avg. Trans. Amount
3M CREDIT CARD TP7	1	1,513.15	1,513.15
3M VERBAL MINDY TP	3	2,372.17	790.72
911 OUTFITTERS, INC.	1	1,608.23	1,608.23
AARC SAFETY EQUIPMENT	1	10.50	10.50
ACTEVA.COM ONLINE EVEN	1	75.00	75.00
ADAMSON INDUSTRIES	8	2,916.50	364.56
ADVANCE AUTO PARTS #58	1	65.22	65.22
AIRGAS EAST	1	82.00	82.00
ALLSAFE & LOCK INC	4	228.90	57.23
ALLTEX UNIFORM RENTAL	2	808.23	404.12
AMER SOC OF CIVIL ENGI	1	220.00	220.00
AMERICAN TAXI DISPATCH	3	141.80	47.27
AMERICAN WATER WORKS	1	800.00	800.00
AMSTERDAM HOTEL	1	111.79	111.79
AMZ*Amazon Payments	2	149.26	74.63
ANIMAL EMERGENCY CLINI	1	677.91	677.91
ANNULAS PIZZA AND DELI	1	79.00	79.00
ARCHITEXT INC	1	515.00	515.00
ASSOC FOR FINANCIAL PR	3	1,185.00	395.00
ASSOC OF GOVERNMENT AC	2	845.00	422.50
ATLAS SCREEN SUPPLY	1	153.75	153.75
ATP SYSTEMS	1	194.94	194.94
AUBIN HARDWARE	1	17.95	17.95
AUTOFAIR FORD INC	3	8,162.61	2,720.87
Amazon.com	2	84.96	42.48
BATTERIES PLUS	2	270.89	135.45
BEACON GRAPHIC SYSTEMS	2	66.94	33.47
BENNETTS STEAK AND	1	125.26	125.26
BLACK BEAR LADDER INC	1	329.00	329.00
BROADVIEW NETWORKS INC	2	515.40	257.70
CABELAS.COM *85073357	1	109.74	109.74
CAFE 324	1	879.75	879.75
CALE AGENCIES INC	1	420.00	420.00
CDW GOVERNMENT	5	9,487.52	1,897.50
CED MANCHESTER #4423	2	280.58	140.29
CENTRAL PAPER PRODUCTS	4	933.57	233.39
CERTIFIED LABORATORIES	2	1,465.12	732.56
CHEZ VACHON	1	22.66	22.66
CINGULAR 0012	3	324.70	108.23
CINGULAR B134 7244	1	349.99	349.99
CINGULAR Q015 9484	1	264.94	264.94
CINGULAR*639898041BOS	1	72.17	72.17
CINGULAR/MANCHESTER-SM	1	166.00	166.00
CITY OF BOSTON PAR	1	2.00	2.00
CITY STEAM BREWERY LLC	1	12.28	12.28
CLICK-N-SHIP	2	8.10	4.05
COMPUVEST CORPORATION	1	144.54	144.54
CONTINENTAL AIR TRANSP	2	.00	.00
COPY EXPRESS	7	3,079.12	439.87
CORONET GLOBAL	2	2,400.00	1,200.00
CVS PHARMACY #0823 Q03	2	24.18	12.09
DANIEL WEBSTER ANML HS	1	811.09	811.09
DE LAGE LANDEN OPERATI	3	992.19	330.73
DELL MARKETING L.P.	2	35.01	17.51
DIGITAL INTELLIGENCE	1	1,535.44	1,535.44
DISNEY RESORTS RSRV	3	178.87	59.62
DOBLES CHEVROLET BUICK	4	2,413.23	603.31
DOWNTOWN LINCOLN-MERCU	1	41.24	41.24
DUNKIN #335825 Q35	3	240.13	80.04
E & R LAUNDRY/PROM	2	6,612.06	3,306.03
EAST COAST TERMINALS	1	268.10	268.10

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P-Card Vendor Summary
7/27/2006 - 11/13/2006

Vendor	# of Trans.	Amount	Avg. Trans. Amount
EASTERN AUTOBODY	3	4,584.48	1,528.16
EASTERN TOWING & AUTOB	1	350.00	350.00
EDCO	1	528.88	528.88
EGI*HR DIRECT	1	219.67	219.67
ELLIOT HOSPITAL	1	693.72	693.72
EMED CO INC	1	406.74	406.74
EMPIRE SHEET METAL, IN	2	700.00	350.00
ENVIRO SAFE CORPORATIO	1	15,810.00	15,810.00
EVERETT J. PRESCOTT	1	335.28	335.28
FEDEX PAY-BY-PHONE	2	152.56	76.28
FEDEX SHP 09/19/06 AB#	1	40.27	40.27
FEDEX SHP 09/26/06 AB#	1	20.03	20.03
FEDEX SHP 10/17/06 AB#	1	25.40	25.40
FEDEX SHP 11/07/06 AB#	1	26.10	26.10
FIRE EQUIPMENT, INC	1	670.00	670.00
FOOD FOR PETS - MA	1	171.27	171.27
FRANKS LASER REMAN	1	500.60	500.60
G4 COMMUNICATIONS	2	575.00	287.50
GILBERT DRIVELINE	1	157.00	157.00
GJP*FAST COMPANY	1	5.00	5.00
GLADSTONE FORD	1	18.40	18.40
GOLDEN EAGLE LODGE	1	85.00	85.00
GRANITE STATE STAMP	1	220.50	220.50
GRAPPONE FORD	2	191.89	95.95
GRAPPONE MGMT CO	2	2,701.91	1,350.96
GRAYBAR ELECTRIC	1	22.53	22.53
GREAT IMPRESSION PRINT	1	64.00	64.00
H O P SALES & SERVICE	1	495.48	495.48
HARRIS	1	88.90	88.90
HILLSBORO FORD INC	1	58.86	58.86
HILLYARD INC MANCHESTE	5	2,445.19	489.04
HILTON HOTELS HARTFORD	1	398.80	398.80
HK POWERSPORTS OF HOOK	1	500.00	500.00
HMSHOST-GS-PKWY #00Q63	1	7.05	7.05
HOOKSETT TOOL RENTAL,	1	1,750.00	1,750.00
HP PARTS SUPPORT	1	412.73	412.73
HTE USER S GROUP	2	100.00	50.00
HYATT HOTELS BALTIMORE	2	473.95	236.98
I PARTY #42	1	2.97	2.97
ICSC	2	440.00	220.00
IMN CONFERENCES	5	150.00	30.00
INSIGHT PUBLIC SECTORS	1	83.34	83.34
IRA TOYOTA OF MANCHEST	1	790.98	790.98
IRVING OIL CORPORATION	1	1,868.66	1,868.66
J P CHEMICAL COMPANY I	1	55.00	55.00
J PAULS HARBOR PLACE	1	46.11	46.11
JD S TAVERN	1	64.78	64.78
JOHN & SONS TIRE SVC	1	719.10	719.10
K L JACK & CO INC	2	160.88	80.44
KAMCO SUPPLY CORP	1	192.80	192.80
KEYSTONE PRECISION INS	1	257.45	257.45
KIMBALL MIDWEST-COL DI	1	125.28	125.28
KINNE ELECTRIC SERVICE	3	405.00	135.00
KUSTOM SIGNALS, INC.	1	510.00	510.00
LA HACIENDA	1	62.89	62.89
LEBLANC S TVHDW	7	182.77	26.11
LIGHT YEAR CABLE P	1	238.00	238.00
LO INK SURVEY+ENG SUPP	1	223.45	223.45
LOPEZ & CHURCH	3	653.08	217.69
Little Saigon	1	19.00	19.00
MANCHESTER AIRPORT	2	100.00	50.00

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P-Card Vendor Summary
7/27/2006 - 11/13/2006

Vendor	# of Trans.	Amount	Avg. Trans. Amount
MANCHESTER HARLEY DAVI	1	728.34	728.34
METROCALL/ARCH WIRE	4	443.37	110.84
MICHAELS #8712	1	11.99	11.99
MILLENNIUM BROADWAY	1	1,904.01	1,904.01
MTI*CRUCIAL TECHNOLOGY	1	144.99	144.99
NAULT S HONDA POWERHOU	1	1,875.00	1,875.00
NCIA COMPUTER CENTER	2	100.00	50.00
NEPONSET CONTROLS INC	1	185.00	185.00
NEPTUNE POLICE SUPPLY	4	10,434.40	2,608.60
NWA AIR	4	630.80	157.70
OFFICE DEPOT #1094	7	580.84	82.98
OFFICE DEPOT #2447	1	219.99	219.99
OFFICE MAX 00007070	3	422.54	140.85
ONYX ENVIRONMENTAL SER	1	899.25	899.25
ORB*AP180101248HXIP6	1	23.96	23.96
ORB*AP190101LJ80QYP6	1	6.99	6.99
ORB*AP190101WPW0XAME	1	5.99	5.99
OVERHEAD DOOR OF MANCH	1	184.50	184.50
PAOLOS HARBOR PLACE	1	82.83	82.83
PAPER DIRECT	1	5.00	5.00
PAYPAL *SRRTAFFICS	1	269.00	269.00
PELMAC INDUSTRIES INC	1	525.00	525.00
PET FOOD EXPERTS	1	763.35	763.35
PHOTO WORLD	4	452.20	113.05
PITNEY BOWES CREDIT	2	138.00	69.00
PITNEY BOWES TELEMRTG	1	142.77	142.77
PMI COMPUTER SUPPLIES	1	1,142.00	1,142.00
PRUDENTIAL CTR GARAQ88	1	30.00	30.00
QUEENCITYPAINT&WALLPAP	1	111.02	111.02
RADIO SHACK COR00111906	1	99.97	99.97
REI*MATTHEW BENDER & CO	1	266.30	266.30
REINS NY STYLE DELI	3	69.10	23.03
RENAISSANCE9673VSCHAUM	2	785.64	392.82
REXEL CLS MANCHESTER	1	22.18	22.18
RILEYS SPORT SHOP	1	710.00	710.00
ROBBINS AUTO PARTS, IN	2	708.06	354.03
SABATIELLO SITALIANGRI	1	318.18	318.18
SAFE KIDS WORLDWIDE	2	120.00	60.00
SANEL AUTO PARTS	1	939.55	939.55
SCHULTZ LUBRICANTS, IN	1	555.79	555.79
SHERATON STAMFORD FB	1	78.25	78.25
SHERATON STAMFORD HOTE	7	1,714.22	244.89
SHERWIN WILLIAMS #5781	5	605.58	121.12
SIGARMS	2	1,908.00	954.00
SIMPLEX GRINNELL WEB P	2	1,086.50	543.25
SOUTHWES	9	1,706.20	189.58
SPIRILL 911	1	267.44	267.44
SPRINT *WIRELESS SVCS	4	2,884.57	721.14
STAGE DELI OF ATLANTIC	2	22.62	11.31
STAPLES #1189	2	155.74	77.87
STAPLES #873	1	19.98	19.98
STAPLES #990	3	313.41	104.47
STAPLES BUSINESS00349860	2	230.23	115.12
STAPLES BUSINESS ADV #	3	704.07	234.69
STAPLES DIRECT00209908	3	366.21	122.07
STAR PACKER BADGES	3	4,476.72	1,492.24
START STOP	3	1,063.00	354.33
STATE MOTORS	20	2,284.13	113.21
STILL S TURF DEPOT	2	1,657.76	828.88
SULLIVAN TIRE	6	11,247.42	1,874.57
SUPER STOP & SHOP #215	2	1,459.47	729.74

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P-Card Vendor Summary

7/27/2006 - 11/13/2006

Vendor	# of Trans.	Amount	Avg. Trans. Amount
SURPLUS OFFICE EQU	1	495.00	495.00
T-MOBILE	2	149.72	74.86
TAJ MAHAL - FRONT DESK	1	238.00	238.00
TAJ MAHAL - THE RIM	1	20.05	20.05
TAPE4BACKUP.COM / K &	1	1,177.00	1,177.00
TCD*THOMSON WEST	1	78.24	78.24
THE BIKE BARN	3	3,235.60	1,078.53
THE COLONADE HOTEL	1	24.00	24.00
THE HOME DEPOT 3482	11	684.77	62.25
THE UPS STORE #4511	2	52.35	26.18
THOMSON WEST	2	80.43	40.22
TOPAZ ENGINEERING SPLY	1	124.81	124.81
UNION LEADER CORPO	7	4,470.75	638.68
UNIQUE FORD INC.	1	87.50	87.50
UNITED	2	585.20	292.60
URBAN LAND INSTITUTE	1	75.00	75.00
USA BLUE BOOK	2	432.99	216.5
USCELL CC03	1	49.01	49.01
USCELL DC03	2	28.42	14.21
USPS 3248030032	1	15.60	15.60
USPS 3248030109	4	551.32	137.83
VAUGHANS PUBLIC HOUSE	1	15.50	15.50
VERIZON WRLS #6202401	1	19.99	19.99
W.B. MASON CO INC.	38	7,763.09	204.29
WAL-MART #1796 SE2	1	9.63	9.63
WAUSAU TILE	1	2,011.24	2,011.24
WM SUPERCENTER	2	19.26	9.63
WURTH USA INC-DC NORTH	1	339.23	339.23
WW GRAINGER 466	3	982.95	327.65
WWW.CIRCUITCITY.COM	2	38.97	19.49
YELLOW CAB	1	58.65	58.65
Report Total:	458	186,463.10	407.12

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**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

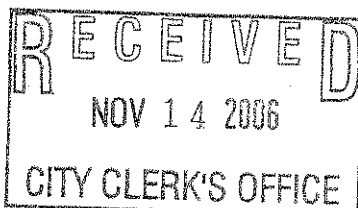
MEMORANDUM

Date: November 13, 2006
To: Members, Committee on Administration and Info. Systems
From: Randy Sherman, Interim Finance Officer
RE: P-Card Performance Tracking Sheet

Attached please find a P-Card Performance Tracking Sheet that we will be using to track the progress of the P-Card Program.

As you may know, the goal of the program is to save time and money by decreasing the number of purchase orders processed and the number of checks cut to vendors each month. The other benefit of the program is that if the City spends over \$5 million annually we get money back in the form of a rebate.

Attachment



14-F

P-Card Performance Tracking Sheet

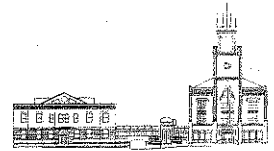
	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07
# A/P Checks Cut	1,184	1,214	1,191								
# A/P Checks Under \$500	605	619	541								
# Invoices Processed	4,207	5,010	4,366								
# PO Requests	2,181	2,459	2,301								
# P-Cardholders	1	31	82								
% Cardholders Using Card	100%	21%	37%								
% Cardholders Not Using Card	0%	79%	63%								
Total Spent on P-Cards	\$ 4,930.80	\$ 24,009.04	\$ 115,681.02								

FF



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk


Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: All Department Heads

From: C. Johnson 
Deputy City Clerk

Date: September 29, 2006

Re: Committee on Administration – Reports

The Committee on Administration has requested all Department Heads to review the enclosed cell phone policy proposed by the Finance Department and report back to the Committee regarding same.

This memo shall also serve as a reminder that the Committee has requested written reports regarding centralized purchasing.

Please forward comments to the Committee in care of the City Clerk.

Enclosure

DRAFT

CITY OF MANCHESTER



CELL PHONE POLICY

1219-2

Purpose

The City of Manchester may provide cell phones to employees to improve customer service and enhance business efficiency. To that end, we would like to provide the most consistent, convenient and cost-effective cell phone services possible. The objectives of this policy are to:

- Provide guidelines to employees who require a cell phone to conduct City business;
- Apply standards to the cell phone equipment and service agreements used by City employees;
- Simplify and make more manageable the City's relationship with cell phone vendors;
- Provide a system for monitoring cell phone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- Ensure that the City's acquisition of cell phone service is cost-effective; and
- Establish a system for monitoring future developments in cell services and selecting those that meet the needs of the City.

Eligibility and Approval

Cell phones and services may be provided to certain City employees to conduct activities related to their employment that either cannot be conducted on a landline telephone or for which it would be inefficient to use a landline telephone. Requests for cell phones must be approved by the employee's department head (who will determine need) and the Central Purchasing Department (who will provide advice on the most appropriate equipment and plans). Once approved, the employee will receive a cell phone agreement (see attached) and will sign said Agreement indicating acceptance of the terms of the issuance of a City cell phone. Upon completion of the Agreement, the employee will be issued a cell phone by the Central Purchasing Department.

Personal Calls

The City provides cell phones to employees for the purpose of conducting City business. The use of City-owned cell equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee. Reimbursement for personal use must be made to the City within fifteen (15) days of receipt of the itemized billing statement and reconciliation of same.

Plans, Handsets, Features and Accessories

The City will contract for a set of usage plans, handsets, features and telephone accessories that will serve the needs of most employees. An employee wishing to have features other than those offered in the available programs must have approval of his or her department head and the Central Purchasing Department.

Damage, Loss or Theft

Handsets or other equipment that is damaged in the course of business should be brought to the Central Purchasing Department, who will contact the vendor for replacement or repair. Lost or stolen cell equipment should be immediately reported to the employee's supervisor and to the Central Purchasing Department so that the service can be cancelled. All costs incurred for replacement or repair will be the responsibility of the employee's department.

Program Management

The relationship with cell providers shall be managed through the Central Purchasing Department. Central Purchasing staff will place all orders for cell telephones and services with the contracted vendor, take delivery of equipment and contact employees when it arrives. Central Purchasing staff will monitor plans and overall usage and suggest changes in service agreements to provide the most convenient and economical plan to the employee.

Employees may call the local representatives of the contracted vendor or vendors to discuss the various options available on City sponsored programs.

The Central Purchasing Department will also monitor changes in cell telephone technologies and make recommendations for improvements in the City's equipment on an as needed basis.

CITY OF MANCHESTER CELL PHONE AGREEMENT

By signing below I understand and agree to all the conditions of issuance of a City of Manchester cell phone:

1. I am responsible for all personal calls. Plan minutes are set at _____ per month at a rate of \$_____ plus taxes per month, both of which are subject to change. This equates to a per minute cost of \$_____ for all calls made within the plan minutes, which is also subject to change. I also understand that I am personally responsible for all long distance and roaming charges that are applicable to all personal phone calls. I understand this phone is to be used for City business and that although personal phone calls are allowed they will be kept to a minimum.
2. I understand and agree that I will not use the City cell phone in an unsafe manner while operating a motor vehicle or other equipment provided by the City. I will also apply the same required safety considerations of using a City cell phone while using my personal vehicle.
3. I understand and agree that if I lose the cell phone I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by my department head.
4. I will make reimbursement to the City for all personal calls within 15 days of receipt of the itemized billing statement and reconciliation of same. Said reimbursement will include charges for personal minutes used including long distance and roaming charges and applicable taxes. Cell phone billings are subject to audits by the City as well as other entities. I also acknowledge that cell phone bills and other documents are public records.
5. I agree to adhere to the City's cell phone policy.
6. I understand and agree that in the event I do not adhere to any part of this agreement or the City's cell phone policy I may be subject to termination of access to a City cell phone and/or other disciplinary action.

Employee Signature

Date

For Use By The Central Purchasing Department:

Cell Phone Model Issued: _____

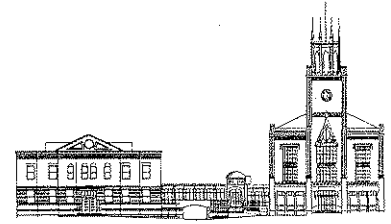
Date: _____ By: _____

149-5



CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



David M. Cornell, Chairman
Thomas C. Nichols
Stephan W. Hamilton

Christine Hanagan
Assistant to Assessors

To: Committee on Administration
From: David M. Cornell D.M.C.
Board of Assessors
Date: October 3, 2006
Re: Cell Phone Policy

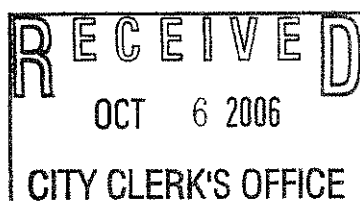
Dear Chairman O'Neil and Members of the Committee:

At the September 26th Administration meeting, it was requested that all department heads provide a written response regarding their cell phone usage. The Assessing Department does not have any employees using City-owned cell phones, nor do we have any plans to do so.

Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

David M. Cornell
David M. Cornell



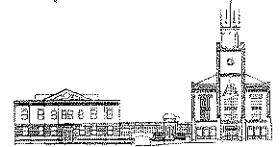
149-b



CITY OF MANCHESTER

Office of the City Clerk

*City Clerk Handout
Committee on Administration
9/25/06*



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

To: Committee on Administration

From: *Leo R. Bernier*
Leo R. Bernier
City Clerk

Date: September 25, 2006

Re: Position on Central Purchasing

Despite what some may think, if you look back from the early 90's until now we have streamlined much of our purchasing process in the City. Adding another layer to the purchasing process does not appear to be efficient in my eyes.

Most all departments that I am aware of, including the City Clerk, utilize the government discounts provided through State bidding and have utilized the large discounts offered the City through major suppliers. There remain of course some specialty items or emergency purchases, which there are few vendors for, but the world-wide-web has opened the doors on even most of those including election supplies.

As a department head I do not want to work through somebody else unless I can be shown that there is a major savings without effecting efficiency. I have done some research today, and even the private sector is getting away from warehouses because of the costs of building ownership or rental, energy/maintenance costs, and added labor costs.

I believe the focus of a central purchasing in these times should be to assist the departments in drafting RFP's and research when requested. For example, the special copiers needed in the City Clerk's office, when up for replacement should be done through an RFP process to ensure the purchase of a quality machine with good service that will last and handle the multiple tasks. I want to be able to do as I do now - pick up a phone and within an hour or two the vendor is here to address the problem. I do not have to e-mail or call another member of the City staff to have them get in touch with someone to come. Time is money and service slowdown in our business. Having a staff person knowledgeable in RFP's available as a resource would be an advantage to many smaller departments that do not have such resources within their departments.

Regardless of my comments, this office will support with enthusiasm any decisions made by this Board.



Joseph P. Kane
Chief of Department

City of Manchester Fire Department

100 Merrimack Street • Manchester, NH 03101-2208
(603) 669-2256 Business • (603) 669-7707 Fax
www.ci.manchester.nh.us

25 October 2006

Hon. Daniel P. O'Neil, Chairman
Administration and Information Systems Committee
Board of Mayor and Aldermen
1 City Hall Plaza
Manchester, NH 03101

Re: Cell Phone Policy, Central Purchasing

Dear Alderman O'Neil,


Please be advised that the Manchester Fire Department has carefully reviewed the draft proposal issued by the Finance Department regarding Cell Phone usage by City Employees.

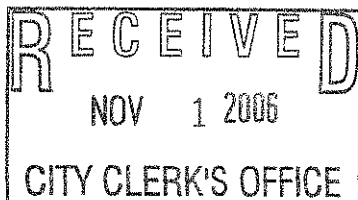
The Manchester Fire Department has determined that the policies and practices proposed in this document are consistent with the policies currently in effect here at the Fire Department. We therefore take no issue or exception with the scope or content of the proposed cell phone policy.

I have met with senior staff to discuss the issue of Central Purchasing. As of this date we have been working to identify the areas and vendors that would directly affect efficiency were Central Purchasing be implemented. We are currently working in concert with the Finance Department to begin implementation of the "P-Card" system.

Please contact me if you wish to discuss these issues at greater length.

Sincerely,


Joseph P. Kane
Fire Chief



Fire/Ambulance Emergency 9-1-1

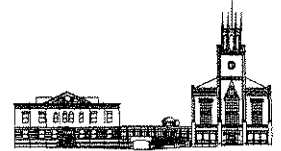
142-8



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



September 28, 2006

Alderman Dan O'Neil, Chairperson
Committee on Administration/Information Systems
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Comments Regarding Centralized Purchasing

Dear Alderman O'Neil:

I would like to share some of my thoughts regarding the establishment of a centralized purchasing organization.

My first thought is what is precisely wrong with how things are now? What would be the specific duties for centralized purchasing? Could that person tell us we can't buy things we need?

Currently we purchase office supplies from whoever is offering us the best price at that time. The providers/vendors are quite competitive and easily reduce the prices when we ask.

When I worked for the State, centralized purchasing impeded efficient purchases. More often than not, they would get a contract for a couple of years for products and even though we could buy items cheaper during the contract period, we could not due to the contracts. Paperwork was cumbersome as well.

As far as the purchasing cards are concerned, it is my understanding that any savings/discounts would go to the general fund. The budget for Human Resources has gone down every year since I have been here. Although I support the desire to make the general fund solvent, if we have to give up the savings/discounts that we currently get to keep in our budget, that would reduce our budget even more and reduce our ability to purchase necessary items.

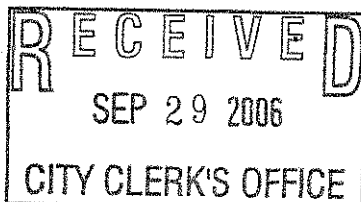
I guess when all is said and done, I would be interested to see a list of practical and fiscal advantages to having a centralized purchasing function.

Thank you for the opportunity to share my thoughts.

Sincerely,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director



142-9



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

October 4, 2006
#06-075

Administration/Information Systems Committee
of the Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

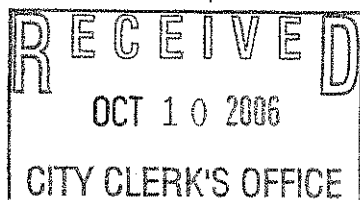
Re: *Central Purchasing and Central Fleet Management*

Dear Committee Members:

As requested by Chairman O'Neil, we are submitting our comments and suggestions for Central Purchasing and Central Fleet Management.

It is clear that the City has committed itself to utilize "Purchase Cards" (P-Cards) and as a result of this commitment, all departments should make a serious effort to make them work in order to generate the proposed revenues. As noted at the recent Committee Meeting, we do have the following operational concerns, which will have to be considered:

- 1) With the existing Purchase Order System, purchases are immediately encumbered in our operating budget, which allows us to track expenses daily. With the P-Card system, purchases will take anywhere from a couple of days to a couple of weeks before the transaction comes back to us for our final approval. (Vendors may hold transaction, time for the bank to make the transaction, time from the bank back to City and into the City's system, and then time for review of the transaction with detail back-up at the department level.)



149-10

October 4, 2006

Pg. (2)

- 2) It has been stated that P-Cards will save processing time at the department level. This is not correct if a department has a detailed work order/costing system, which includes an inventory/fleet system similar to what we have in place. A detailed accurate costing system is the essential base for any activity-based budget or zero-based budget or performance-based budget. In order to accomplish the same level of detail with the P-Card System, purchases must be manually allocated by type and quantity to different job numbers when the purchase comes back to the Department for final approval. There is also still a question on exactly how purchases will be made to inventory. P-Card purchases for a specific vehicle must be manually entered into the fleet costing system where the present work order system allows for a direct connection.
- 3) If a purchase is made by telephone, the vendor immediately has the P-Card number and can make the transaction with the bank. The order placed may not get delivered to a department for days. If the delivery is wrong, the vendor has already been paid and our only recourse is to challenge the charge when the transaction comes back to the department for final approval. This is typically the reason why we in the past tried to avoid the use of credit cards in making purchases. Presently, a purchase order is placed, the delivery slip for the purchase is verified to insure the delivery is correct and then the purchase is processed for payment.
- 4) In order to maximize the use of P-Cards, a major labor effort must be made to convince vendors of the benefits of the card while still maintaining our existing discounts.

I am confident that the City departments will be able to address these noted issues in order to maintain a high level of cost control and at the same time promote the use of P-Cards, which will generate the desired revenues.

In addition, I have to agree with Mr. Kevin Clougherty when he states that P-Cards will greatly reduce the number of checks that his Department must process and that it will free up his staff's time. As a result, the Committee may want to consider leaving the administration of the P-Card Program under the Finance Department and allow their freed-up time to administer and to promote the cards use with vendors. As stated by Mr. Clougherty, the use of P-Cards is a Finance Director decision and they are no different than the use of credit cards, which was administered by the Finance Department in the past.

149-11

At your recent Committee Meeting, Mr. Kevin Dillon stated that it might make sense to use a Central Purchasing Operation to procure items common to most departments, but to allow each individual department the right to procure the goods and services specific to their department/operation. I certainly share his view and I believe other departments also share this position. Building on this view of what a Central Purchasing Operation should provide as a service to other departments, I offer the following for consideration:

1. Assuming the administration and promotion of P-Cards remain in the Finance Department with their existing staff, the presently identified two City employees (Mindy and Lisa) could be assigned to a Central Purchasing Operation.
2. They could procure common supplies for departments. Example: Office supplies could be bid requiring vendors to bid their catalog minus a deductible percentage off their retail price. You could also require that the vendor accept P-Cards, that they must deliver free within X hours and with no minimum or a set minimum. Once a vendor and catalog has been awarded the contract, each department could then order their own materials and supplies directly.
3. Where Mindy was our Purchasing Agent, I would hope that in her capacity in Central Purchasing that she could continue to procure our parts, materials and supplies. However, she could expand this procurement to a citywide basis by having other departments include their items on our bidding documents. Example: Our vehicle parts bids could be circulated to other departments in order to have them add their specific needs for tires, batteries, parts, etc. to our bid. This procedure could potentially result in better prices for us all or as a minimum, for the smaller department.
4. Central Purchasing working with a Committee of the Board could develop procurement policies and procedures in order to standardize purchases. Procurement documents could also be standardized where appropriated. Departments such as Public Works, the Manchester Water Works and the Airport Authority have developed procurement documents that have been constantly reviewed, updated and contractor/vendor tested. Other departments could utilize these proven documents.
5. Central Purchasing could oversee the maintenance of a citywide bid summary (presently exists), which will allow all departments to take advantage of procurements made by Central Purchasing or by other departments.

October 4, 2006

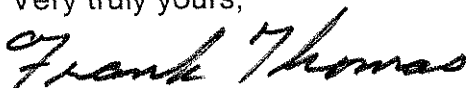
Pg. (4)

I believe a Central Purchasing Operation in the City along the above noted suggested parameters makes sense and should be pursued. I would further suggest that once Central Purchasing has been established and is providing basic services to the City's departments that continued dialog takes place with the Mayor and Aldermen in order to potentially expand its role.

I further believe that the City should focus more on the management of its fleet of vehicles. The City should have an MER Program, which is logical and adequately funded. Departments in addition to budgeting for the maintenance and repair of their vehicles and equipment should also budget for their replacement. Monies budgeted in a department for equipment replacement should be paid yearly into an equipment replacement reserve account. By making departments responsible for budgeting for equipment replacement, a true cost of the departments operations will be realized and a cash replacement fund will be established.

I will be available if you should have any questions pertaining to these comments.

Very truly yours,

A handwritten signature in black ink that reads "Frank Thomas". The signature is written in a cursive, slightly slanted style.

Frank C. Thomas, P.E.
Public Works Director

/c

149-13



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

MEMORANDUM TO: Administration Committee

FROM: Frank C. Thomas, P.E.
Public Works Director *FC*

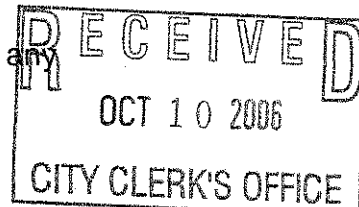
DATE: October 4, 2006

NO: #06-074

SUBJECT: *Proposed Cell Telephone Policy*

I totally disagree with the Cellular Telephone Policy as proposed by the Finance Department for the following reasons:

1. Department heads are employed to carry out the duties and responsibilities of their departments with budgets appropriated by the Board of Mayor and Aldermen. I believe that a department head is the most qualified individual to carry out the department's operations in the most cost-effective manner, including the use of cell phones.
2. Only upper management in the Highway Department are assigned cell phones. I consider these employees as professionals that know the difference between cell phone abuse and reasonable use. If there is abuse, the Director is ultimately responsible to address the abuse.
3. Managers at the Highway Department that have cell phones are in fact on an immediate call basis by the City, 24 hours per day, 7 days per week. As a result, the City receives a quick response when there is an emergency situation that develops. There is certainly no benefit to the employee being tied to a City cell phone.
4. This proposed policy states that if an employee loses his/her cell phone, the employee is going to be responsible to replace it. If adopted, you are going to require an employee to take a cell phone, be on call 24 hours per day, not allow reasonable personal use of it, but will require they pay to have it replaced if lost. I believe employees will be extremely reluctant to sign any agreement with this condition attached to it.



149-14

October 4, 2006

Pg. (2)

5. Each department should administer cell phones, because cellular telephone needs vary from department to department and even in a department.

In conclusion, it is my opinion that each department head should administer the use of cellular telephones in their department. An employee assigned a cell phone should be permitted reasonable personal use of it for being on call 24 hours per day. Implementation of this proposed policy in my opinion, will result in employees turning in their cell phones or only carrying them during working hours.

/c

149-15



City of Manchester

Department of Highways

Facilities Division

275 Clay Street
Manchester, New Hampshire 03103-5613

(603) 624-6555 Administrative Office
(603) 624-6562 Fax

Frank C. Thomas
Public Works Director

Kevin A. Sheppard
Deputy Public Works Director

Timothy J. Clougherty
Chief Facilities Manager

MEMO

To: Administration/Information Systems Committee
Honorable Board of Mayor and Aldermen

From: Timothy Clougherty

Date: 10/18/06

Re: Central Purchasing and Purchase Cards

Dear Committee Members:

Thank you for requesting comments and suggestions regarding Central Purchasing and Purchase Cards.

First and foremost I agree in total with comments already provided to the Committee by Mr. Frank Thomas. With regard to purchase cards, processing time for transactions at the Department level will not be reduced and the information required for activity based budgeting will either not be available or potentially very labor intensive to come by.

In addition to the points made by Mr. Thomas on purchase cards I offer the following operational concerns:

- 1) When a purchase is made via the "P-Card" it is our understanding that the vendor is paid within a very short period of time. The main issue we face deals with whether the purchase is for materials only or materials and labor. If the transaction requires both materials and labor, the vendor will more than likely be paid long before the work is actually accomplished. For example, if we engage ABC window corporation to provide and install three replacement windows via the P-Card, the vendor will be paid within days after we give them the card number. The windows however may take 4-6 weeks to manufacture and install. If there are any issues with workmanship, quality, or even quantity, the vendor is paid and the City is left with little recourse to remedy the problem. The current system allows the City to withhold full or partial payment until the job is completed to our satisfaction.

149-16

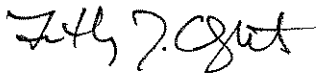
- 2) The process by which payment is made and approval is granted, puts the approving individual in a very difficult situation. As I understand it, the Department is required to provide approval to the financial institution for remittance of payment regardless of whether the work was completed adequately or not. If there is a problem with the work or the product there is a protest process.
- 3) The City receives municipal discounts from some vendors (1.5%-2%) above and beyond discounts offered to other customers. We have verified that in some instances these discounts will no longer be offered if P-Cards are used to make the purchase.
- 4) We heard at the recent Committee meeting that the use of P-Cards is a voluntary program to be used by Departments under circumstances deemed beneficial to the City. This is contrary to our understanding. The Finance Department has indicated that once a vendor accepts the P-Card type of payment, the HTE system will be modified to prevent the traditional purchase order to be used through that vendor.

I am confident that there are many benefits to the Purchase Card System. The fact that fewer checks will be cut and fewer transactions made will certainly provide efficiencies in the Finance Department. In addition revenues generated through the use of the system are an overall benefit to the City.

With regard to Central Purchasing, I feel Mr. Thomas has adequately and fully commented on this subject.

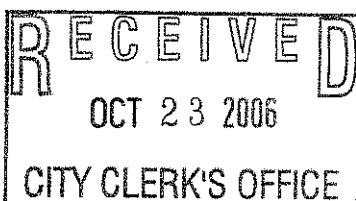
As always, I am available should further information be required.

Sincerely,

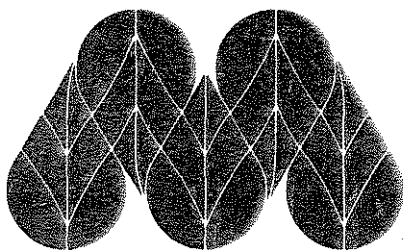


Timothy J. Clougherty
Chief Facilities Manager

Cc: Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.



149-17



**City of Manchester
City Library**

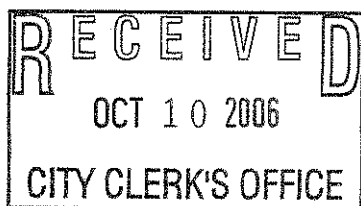
Denise Van Zanten
Deputy Library Director

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

Memo to: Committee on Administration/Information Systems
From: Denise M. van Zanten *DMZ*
Date: October 5, 2006
Subject: Purchase Cards and Central Purchasing

At the time of the last committee meeting the Library staff, who handle the library's finances, had not had the opportunity to review with Finance how purchase cards and Central Purchasing would work. The Library has been in touch with the Finance department in the past week regarding the usage of Purchase Cards by our staff. At this time we are in the planning stages to see if purchase cards will work for the library department. Kevin, Randy and Lisa have been very helpful in answering our questions. We are meeting with Lisa again on October 18th to ask more questions and to sign up for p-cards to begin testing this process. At this time we are unsure as to how many of our vendors will let us utilize this process.

The Library department does not see the need for Central Purchasing since the library purchases many supplies, which are specifically geared for and needed, by the library for the processing and securing of our materials. We utilize the State Library's vendor contract, which allows us to purchase books at significant savings off the retail price. We also participate in consortial purchasing for our online databases through our GMILCS library consortium. The Library department would be open to reconsidering our current stand on Central Purchasing once its role has been defined and we can better understand the services/contracts that could be utilized by the Library department for savings without disruption of services.



1219-18

Memo

October 12, 2006

TO: ALDERMANIC COMMITTEE ON ADMINISTRATION
C/O CITY CLERK
CITY OF MANCHESTER
ONE CITY HALL PLAZA
MANCHESTER, NH

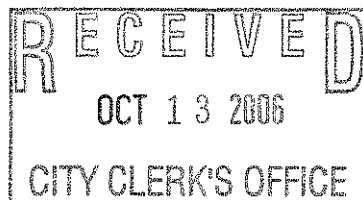
FROM: *TMB* THOMAS M. BOWEN, P.E., DIRECTOR

RE: CELL PHONE POLICY

The policy, as identified, is generally in agreement with procedures and operations in place within the Manchester Water Works for the purpose of increasing operating efficiency and in responding effectively in emergency situations. The use of cell phones is monitored by appropriate supervisory personnel on a monthly basis to ensure that they are also being operated in a cost-effective manner.

It is Manchester Water Works' position that it is unnecessary to add another layer of oversight to our existing program. We believe that doing so would not add to the effectiveness of cell phone use or in any way reduce costs.

TMB:ds



Manchester Water Works

281 Lincoln St., Manchester, NH 03103, tel. 603-624-6494, fax: 603-628-6020

14 a - 19



**City of Manchester
Office of the City Solicitor**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6523 Fax (603) 624-6528
TTY: 1-800-735-2964
Email: solicitor@ci.manchester.nh.us

*Tablod 11-22-05
Pending further
info from Tablod
3/7/06 - Remained Tablod
4/4/06 - "*

Thomas R. Clark
City Solicitor //

Thomas I. Arnold, III
Deputy City Solicitor

Daniel D. Muller, Jr.
~~Kenneth R. Bernard~~
Michele A. Battaglia
~~Marc van Zanten~~

September 27, 2005

Committee on Administration/Information Systems
c/o Leo Bernier, Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Comcast Cable Origination Points

Gentlemen:

The Committee has requested that Dr. Grace Sullivan and I provide an update on the status of cable casting origination points.

As you are aware Amendment Number 1 to the City of Manchester, New Hampshire Cable Television Renewal Franchise dated June 9, 2003 provided that Comcast would "construct, install and activate hard-wire origination capability to (1) the Manchester School Department Administration Building; (2) the Gill Stadium; (3) the JFK Memorial Coliseum and (4) the Verizon Wireless Arena ..."

The origination points at Gill Stadium and JFK Memorial Coliseum have been installed and are currently operational.

On March 31, 2004 the Superintendent of Schools wrote to the Mayor and requested that origination points be installed at the Manchester West High School gym and athletic facility and the Manchester Memorial High School gym and athletic facility rather than at the school administration building and the Verizon Wireless Arena. On April 20, 2004 the Mayor wrote to Bryan Christensen of Comcast to inquire as to whether Comcast would be willing to install origination points at West High School and Memorial High School without cost.

On August 3, 2004 Comcast wrote to Mike Colby and gave cost estimates for installing the origination points at the School Administration Building and Verizon Wireless Arena (\$28,818.50) and for installing origination points at West High School and Memorial High School (\$52,006.00). By letter from Bryan Christensen to Mayor Baines dated July 4, 2005 Comcast indicated that the additional cost of installing

15

origination points at West High School and Memorial High School (\$4,669.50) could come from the PEG Access/Telecommunication funding payment of \$50,000.00 to be made on or before July 15, 2005.


As Comcast is unwilling to absorb the extra cost of installing origination points at West High School and Memorial High School the matter was referred to the School Department to locate funding for the additional cost.

Recently Dr. Sullivan has agreed to fund the extra cost involved in changing the origination points.

As the location of the four origination points that Comcast is to install is provided for in Amendment Number 1 to the Cable Franchise Agreement, changing two of the origination points will require a vote of the Board of Mayor and Aldermen. Consequently, this committee could make a recommendation to the Board of Mayor and Aldermen that the two origination points be changed, should it choose to do so.

Please let me know if I can provide any further information or assistance.

Very Truly Yours



Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms



**City of Manchester
Office of the City Solicitor**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6523 Fax (603) 624-6528
TTY: 1-800-735-2964
Email: solicitor@ManchesterNH.gov

Thomas R. Clark
City Solicitor

Thomas I. Arnold, III
Deputy City Solicitor

Daniel D. Muller, Jr.
Michele A. Battaglia
Gregory T. Muller
Michael A. Beausoleil

November 9, 2006

Committee on Administration/Information Systems
c/o Leo Bernier, Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Comcast Cable Origination Points

Gentlemen:

As you may recall the committee, at its meeting on November 22, 2005, voted to table a request to change cable casting origination points from the Verizon Wireless Arena and the School Administration building on Ash Street to the Memorial and West High School Gyms and Athletic Facilities. At that time the committee asked that there be a vote of the Board of School Committee to ensure that the Board of School Committee was aware that the school district would be required to pay the approximately \$4,669.50, cost of switching the origination points.

I subsequently conveyed the committee's request to Dr. Ludwell. The matter was referred to the Coordination Committee of the Board of School Committee. The Coordination Committee took the matter up at its meeting on June 14, 2006. The pertinent portion of the Coordination Committee's minutes are attached.

The Board of School Committee took up the Coordination Committee's recommendation at the board meeting held on July 10, 2006. The pertinent portions of the minutes of that meeting are also attached.

Please let me know if I can provide anything further.

Very Truly Yours,

Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms

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one year but it's been like he has been there forever. Sandy to me embodies the spirit of what a creative media arts person is." He is going to Columbia College in Chicago.

Matt Karolian was asked to come forward. Dr. Sullivan said "Matt came to MCTV 3 years ago when he entered as a sophomore. Here he was a quiet kid from Central. He was the last person in the world that I would have thought would be out working for C-Span before he had graduated from high school. He has had 3 shows, including "The Road to the White House" already broadcasted." He is going to New England College and he will be out shooting for C-Span this weekend.

Dr. Grace said that other people she would like to recognize include Pat Thayer, Sam Benner from Memorial, Ben Heald, and PJ Gill from West.

Chairman Stewart said "Congratulations to all of the students. We know the hard work that you have done and thanks to you other students are going to have graded courses going forward. You've set the example. Thank you very much and good luck to all of you in college, we know that you will do well!"

ACTION SESSION

MCTV Live ComCast Cable Origination Locations

Chairman Stewart said that this item had been brought to the Committee a few months ago and it needs to be revisited. Dr. Sullivan did some work on this at the request of the Committee and she is back to report to us.

Dr. Sullivan said "at the previous meeting when this was presented before it was requested that I go back and ask whether or not we could get the price of the \$28,000 which had been the cost of connecting the Verizon Arena and the old School Administration Building. Those would not be done at this time and to add \$4,669.50 to connect Memorial High School and West High School for live ComCast cable origination instead." She said that she spoke with Atty. Tom Arnold as he interacts for the Aldermen with the organization about the cable contract. He suggested that the request asking for the \$28,000 in lieu of the connections at the Verizon and the former Admin. Building that were part of the contract needed to be in writing. If the request were in writing from the Board of School Committee he would bring it forward.

Dr. Sullivan said "between then and now there was the budget hearing at Memorial High School. The "live on tape" of the meeting played later and people asked the question whether there shouldn't be a live connection at Memorial High School." She said that she can truthfully say that they received about a dozen phone calls the day before that meeting and the day of that meeting asking if it would be broadcast live. Many of the calls were from folks who are handicapped or didn't have the capability of getting to the meeting but who wanted to see what would be going on. She said that as the Director of MCTV she is a strong believer that having a live origination point from Memorial is important. And having a live origination point at West would also be something that would serve the needs of the Community in terms of communication as the City's communication needs grow. She said they are also working on a live connection from the OC headquarters at the Fire Department for government access and

also from the Health Department. This is all part of the strategic plan that had been put together last year.

Comm. Kruse made a motion to approve the substitution of the Verizon Arena and the former School Administration Building live ComCast cable origination with Memorial and West High Schools for a total cost of \$33,488. Comm. Labanaris seconded the motion.

Comm. Kruse said that the big question for him the last time around was regarding the money that we would use to do the live hook-up. He was concerned about whether that money might be put to better use in other areas of MCTV. There was doubt about whether we were allowed to use the money for anything other than the hook-up issue. His question is "where does that issue stand and are we able to use that money for other purposes or are we not?"

Dr. Sullivan said that the original hook-ups for the Verizon and the Bridge Street building were part of the cable franchise extension. That money had been designated by ComCast that they would do this. That money would come out of the MCTC cable grant money and it could be used for this. Comm. Kruse said "while I fully support live origination, I think that is not potentially not the most compelling use for money that MCTV might find itself coming upon. People can watch a basketball game or certainly the budget hearing could have been watched the next day so I don't have a big problem with people watching something a day later. Many people tape all kinds of things and watch them the next day and they're still able to enjoy them and get out of them what they need to. My view is if you are fully satisfied that you don't have another use for these funds that would enhance MCTV in other more compelling and important ways, I would certainly be prepared to support this tonight. I want to make sure that the funds that we do have available are being put to the maximally-effective use. If you can speak to that I think that would probably solve the whole thing, at least for me."

Dr. Sullivan said "as you know, we now tape programs and we encode them and they can be downloaded on a computer. Looking ahead with the utilization of technology we're looking at not only being able to download but to have live cable cast over the Internet with programs that are live. That moves into all sorts of inter-activity components." She said there could be an instructional program going on at one school and there could be inter-activity with people in the Community by using a cable modem. That is visioning out how we can use that live Internet cable casting. Comm. Kruse said "I get all of that but are you satisfied that there are no other more compelling needs for MCTV funds, whether it is raises for staff or equipment that needs to be purchased or expansion of studio size or anything of that nature. Are you satisfied as the head of that program that the monies that we're talking about could best be put to use doing the live feeds from these 2 locations rather than for some other compelling need?" He said "I would trust your judgment because you run the program and you know better than anyone else. If you're satisfied, all right, but I want to ask the question first so that we don't get into a situation where a year or 2 down the road we're debating about whether we need money for this or that and we had

\$28,000 or \$4,000 we could have done that with but instead we did the live feeds." The nub of it is "are you satisfied that this is the best possible use for these funds for MCTV?" Dr. Sullivan said "I'm not sure we'd be able to get that \$28,000. With that extra cost of \$4,669 to be able to position us technology wise to do interactive cable casting from the high schools so that allows us to share things whether with fine arts, the sciences, athletics, etc. Having a foundation for future technology with that extra near \$5,000 I'd be satisfied with that. Would I like more money for cameras, well yes. I'm thrilled with the budget that we got this Monday night because we live to tape another day." My answer is "yes."

Comm. Kruse said "so if you had your druthers this is how you would spend it rather than in some other way." Dr. Sullivan said "yes."

Comm. Labanaris referred to page 3 and the notation that says "live origination at Memorial and West would create equity among the high schools" and on page 4 where the requested estimates are indicated it talks about the Memorial High School gym, Central gym, and West gym. She asked "is this what we're talking about tonight? Does this letter have any pertinence to what we're discussing tonight?" Dr. Sullivan said "that was the letter that Mike Colby, the then Mayor's assistant, sent to ComCast asking about the request. We had asked to substitute the Verizon and the former School Administration Building for Memorial and West and Central. They said Central's home field was Gill Stadium and Gill is already wired." Dr. Sullivan said "if I have an opportunity to ask them I'm going to ask for all three. At that time they said we could substitute for West and Memorial and the additional cost would be \$4,669.50." Comm. Labanaris asked "do the requested estimates on page 4 have anything to do with what we're voting on tonight?" Dr. Sullivan replied "yes." Comm. Labanaris said "so we're not talking about the fields but we're talking about the gymnasiums at Memorial, Central, and West. We're not talking about the football stadiums and the baseball fields or any of that." Dr. Sullivan said "we said the Memorial gym because unlike Gill Stadium the press room at Memorial doesn't have walls or a locked door so the modulator has to be someplace that is secure. At Gill the press room is locked and it is secured and MCTV has its own space. We didn't get that Memorial or at West."

Comm. Labanaris asked "this evening what exactly are we voting on with regard to live feed?" She said "the information provided says live origination at Memorial and West would create equity" but the sentence before that talks about Gill Stadium therefore I assumed that the live origination at Memorial and West would be just as it is at Gill Stadium which is at the football field. If that is not the case then I really need to know what we're talking about at Memorial and West in order to have a better idea of what I'm voting on." Chairman Stewart asked "Dr. Sullivan, what you're talking about is putting the live feeds physically inside the schools at Memorial and West. Is that right?" Dr. Sullivan said "that is right." Comm. Labanaris asked "if they're physically inside the gym would you be able to have live feed from the football field?" Dr. Sullivan said "we'd be running a wire to the outside section." Comm. Labanaris said "so we'd be seeing basketball games as well as football games." Dr. Sullivan said "I think so at Memorial. Once this happens then we can talk with the principal." She said she has talked

with the principals about this and they've basically said "when this happens it happens and if it is going to happen, we'll talk about it."

Comm. Beaudry said he was actually talking with Ron Ludwig recently about the walls at Memorial. There is some additional money from the bond for that project. They still haven't come up with a concrete number but he feels it would be sufficient enough to put the walls in. The Building & Sites Committee has already looked at that and his recollection is they have voted to put the walls in if there is sufficient money available. With that being said, he asked "would the live feed be beneficial to be in the press box at the field or to be in the gym with a wire going down to the field?" Dr. Sullivan said she would be hesitant to say "this is going to be more beneficial here than here until she works with the ComCast technicians and their technology person along with Jason Cote and the principal at the school to make sure about the safety of the equipment and the integrity of the system and the feed." Comm. Beaudry said "if we can get 2 for the price of 1 and we could put a cable line from the gym to the field we could get venues. I guess if we put the box down at the field we could do the same thing and run a line out to the gym." Dr. Sullivan said "that would be something we would need to investigate along with the school administration that are in charge of the building." Comm. Beaudry said "I'm somewhat perplexed. The action sheet says \$4,669.50 to fund MCTV but then on page 4 as Comm. Labanaris stated it has \$28,000 for current franchise obligations and \$52,000 for requested estimates. What are we voting on tonight?" Dr. Sullivan said "you're voting to substitute Verizon Wireless Arena and the former School Administration Building for Memorial High School and West High School. If you were to add Memorial and West, that cost is \$4,669.50 more than the \$28,818.50. The total of \$33,488 would be the cost for Memorial and West."

Chairman Stewart said "we had \$28,818.50 to do the Verizon and the School Administration Building. Knowing that the School Administration has moved from the Building, and there is a question of why we would want to go live at the Verizon for 3 graduations a year, the suggestion is that we go to Memorial and West High Schools. The cost for that is \$33,488. The difference is that \$4,669.50. What we would be doing this evening is giving a nod to do live feeds from Memorial and West High Schools and recommending to the Finance Committee that we spend the \$4,669.50 so that we can then say to ComCast it's thumbs up and let's go with this plan."

Comm. Beaudry said "so the total cost of all of it is \$33,488." Chairman Stewart said that was correct.

Comm. Leonard said "the fact that we can get live feeds at West and Memorial, once they're installed we'll be able to do various things with them. It is my understanding that this MCTV-ComCast cable grant would fund the \$4,669.50. That would give us live feed at Gill, live feed at West, and live feed at Memorial and the extension cords, if you will." He said "I like the idea of putting things inside because unlike Gill which is a very secure building, both Memorial and West are really outside facilities. So with the installation indoors I think we add a safety factor and we have the capability of doing a lot of different things

and doing it live. I think this is important." He said when talking about the Internet, several years ago there was a young man who went to Brigham Young and his brother played for him at West. They went back and forth on the Internet but it would have been great if they could have flipped on the Internet and he could have watched his brother right on TV. He said "if the grant is going to cover it there could be 2 places to open things up for the kids." Dr. Sullivan said "and now coaches who are scouting students can just go on the Internet and watch them playing."

Comm. Langton said she had a question. She said the cost of \$4,669.50 was a cost estimate from back in 2004. She asked "is that still the cost today?" Dr. Sullivan said "as far as I know that is the price." She said that she has a request to meet with Ron Baker from ComCast in the next few weeks and she would talk to him about that as well. Comm. Langton said "I'm not sure that we shouldn't talk with him first. The letter was dated August of 2004 and it is almost 2 years later so with inflation things may have changed." Chairman Stewart said "we could craft the motion so that it would be to spend no more than \$5,000 or something like that and that would cover it."

Comm. Kruse said "I would be glad to do that; however, I think we'd actually be spending \$33,488. So it would be to not exceed \$34,000 or whatever extra cushion we think we need in order to do this." He asked "all of that is going to be covered by the cable grant?" Chairman Stewart replied "yes." Comm. Kruse said "essentially then what we're saying is we've got \$33,500 to spend on MCTV and we are essentially being told that the best use for that money is to do these live hook-ups. So we're being asked to approve the use of that money for these live hook-ups at Memorial and West." Dr. Sullivan said "we've got \$28,000 worth of fiber that ComCast is going to connect and we'd spend an additional almost \$5,000. They're giving us \$28,000 worth of fiber and manpower." Comm. Kruse said "this is what I was trying to figure out the last time we met. I had asked if the money allocated for this can be used for other needs of MCTV. It sounded like that was an open question. The bottom line is we can't spend the \$28,000 for anything other than hook-ups." Dr. Sullivan said "I don't think so, no."

Comm. Kruse said "I'm fully supportive of this and I'm a huge fan of the work that is done by MCTV but the central question that we had last month was is that money only to be used for the hook-ups. That was unclear last time and it sounds like it is still unclear tonight. The general question that I have been trying to get at here is if I as the executive director of MCTV had \$33,500 to spend right now how would I prioritize my needs. If you are completely satisfied that your #1 priority need for spending that money is to do these live hook-ups then I'm all for it and I will vote for it right now. If you're not then I'd rather give you the room to be able to spend that money because you know your program better than anyone else and you might have technology upgrades that you need to do etc. I don't want to lock you in to doing this because frankly live feed is wonderful but I don't think it is an absolute necessity. So I'm giving you the opportunity to say that this is your highest priority and if it is then I'm fully supportive and I won't need to know the answer of whether we can spend the money elsewhere." Dr. Sullivan said "after going through the flood situation and not having the OC

connector and knowing that Memorial is the evacuation site for the nuclear power plant, even though you never want to think that something bad is going to happen if something were to happen and we need to get information out to people and we can go live that \$33,000 would be worth it." Comm. Kruse said "so you're fully comfortable and your answer is yes." Dr. Sullivan replied "yes."

Chairman Stewart said "so Dr. Sullivan are you comfortable with the \$33,488?" Dr. Sullivan said "Comm. Langton has a point with the rate of inflation. The cost of fiber might have gone up but I'm not sure." Chairman Stewart said "we have 2 ways to go with this. One is to move the question which gives \$33,488 or we need to ask Comm. Kruse to amend his motion to allow for a little bit of inflation." Comm. Labanaris said "I wish that when we get these presentations coming before us that the people who prepare the agendas and the people who are doing the presentations would give us current information so that we're not reading letters from 2004 that may or may not be the amount of money that is needed for this process to take place. It's very confusing and it's not accurate at all and that's no way for us to be operating." Chairman Stewart said "why don't we move the question with that money. Obviously there is some negotiation available here and there is some discussion that could be had with ComCast. Knowing that the Committee should they vote this way would ask for the live hook-ups at the 2 schools, let's see what ComCast can do. My guess is they will be able to work within this budget."

Chairman Stewart called for the vote on the motion at this time. The motion passed by unanimous vote.

Chairman Stewart said "so we'll look forward to maybe by football season for live hook-ups and if not by the winter."

Student Physical Exam Policy

Chairman Stewart noted that Dr. Carrie Campbell was present to assist the Committee with the policy.

Dr. Campbell said she would be referring to pages 6 and 7 of the Committee's agenda material. She is here tonight, after discussion with School Administrators, to represent both the Health Department and Community pediatricians with a proposed vision and District policy around physical examinations. The current policy requires that students have a complete physical exam within one year of entering into the District, specifically for kindergarten or 1st grade. New transfers require proof of an exam within 30 days of transfer. The other group of students that we are currently targeting are the student athletes who are required to have an annual physical exam.

What they are proposing tonight is to add one change which would be that all students during middle school have a complete physical exam. Those exams would occur by medical providers in the Community who are the students' regular medical providers. That would include MDs or physician assistants or nurse practitioners, whomever those regular providers are in the Community. They propose that students would have a year prior to entering the 6th grade, so during their 5th grade year, to complete that exam and those exams would count, or 6 months entering 6th grade so through December.

Gossler Park School portable classroom project it would mean moving a portable from Hillside Middle School to Gossler Park School for the amount of \$65,000 to replace what is a very unsafe portable at Gossler Park School.

Comm. Kruse made a motion to approve the items presented. Comm. Gelinas seconded the motion.

Comm. Labanaris asked to speak to the items that had also been approved by the C & I Committee. First of all the request for an autism position at West High School came forward after a staffing analysis was conducted and it was determined that an additional teacher was needed at West because of enrollment issues. And the Bean Foundation project at Hallsville School is a school-wide musical that is based on a "wishes" theme and all 355 students would be involved in the writing of and the performing in that musical. The Smaller Learning Communities is an alternative method of curriculum delivery for freshmen at West High School. NEASC has placed West on a warning status and it also cited the school for a lack of parity among the levels with particular emphasis on offerings for level I and level II. In order to address these issues, West applied for this grant over a 5-year period. If the grant is approved beginning in September, teachers of the core curriculum areas will have common planning time as well as the same group of students to teach. This grant also provides for career planning as well as for internships. The goal of Smaller Learning Communities of course is to improve student achievement.

Comm. Herbert asked for the amounts of the revenue and expenditures from the operating statements. Comm. Kruse said "on the revised statement from the Finance Committee meeting of June 29, the Administration was projecting that the FY06 expenditure surplus would be just shy of \$80,000, \$79,845. And on the revenue side, it would be \$102,512. Those 2 amounts comprehend the additional items such as the Green Acres School project and the Gossler Park School project and other items that were brought before the Finance Committee."

Mayor Guinta called for the vote on the motion. The motion passed by unanimous vote. Comm. Kruse wished to be recorded as opposed to paying attorney fees for the attorney who assisted in the depositions for Dr. Ludwell, Comm. Stewart, and other Administrators and/or Board members in the Beaudry vs. Ryan matter as included in the Manifest of Authorized Expenditures. Also he wished to be recorded as opposed to the Smaller Learning Communities item. He said that he has consistently opposed that for 2 fundamental reasons; one, he doesn't agree that we should make our high schools look more like our middle schools and also particularly in this particular case he knows there is a committee that has been set up at West High School made up of parents and Board members and other members of the Community who are involved in looking at how to deal with West in the post Bedford environment. It is his belief that the District ought not take ourselves down the road of a 5-year change to how West operates prior to getting that committee's report. Comm. Labanaris wished to be recorded as opposed to the attorney fees as well. Comm. Beaudry said that he would abstain from any costs associated with his situation.

Vice Chair Stewart said "although I appreciate my fellow Committee member's objection to the paying of legal fees for my deposition, I never took a deposition so I would like that to be in the record."

Coordination Committee—Leslee Stewart, Chair

Vice Chair Stewart said that 2 items were approved unanimously by the Coordination Committee and those are presented to the Full Board at this time. The first item was in regards to MCTV Live Comcast Cable Origination Locations. Originally they were scheduled to have live cable communication from the Verizon Wireless Arena as well as from the Ash Street Administration Building but as the Committee considered and through Dr. Sullivan's recommendation what would better serve students in the Community it was decided that the live broadcast locations be Memorial High School and West High School.

Vice Chair Stewart said that the second item was in regards to the Student Physical Exam Policy. The Committee was very enthusiastic when it heard from Dr. Carrie Campbell from the Health Department regarding a change in our policy

to add grade 6 for student physical exams. Currently students are required to have a physical exam when they enter the School District in kindergarten or first grade. This would be an addition to that policy. The Committee was very enthusiastic about this. In light of students' health concerns that we see in the City it is a really good policy. Furthermore, the Committee asked Dr. Campbell and her committee to go back to look at possibly adding grade 9 to that policy also but right now it is for grade 6.

Vice Chair Stewart made a motion to approve the MCTV Live Comcast Cable Originatin Locations and the Student Physical Exam Policy. Comm. Leonard seconded the motion.

Comm. Ouellette asked about the MCTV live location at West and what would they be able to broadcast live from. He was told that because of the structure that they would not be able to broadcast live from the athletic fields because wires would need to be installed underground and that would be very expensive. His understanding is that the gymnasium and the auditorium at the school would have the live originations. He asked if that was correct. Dr. Sullivan came forward. She said that after meeting with the principal at West and looking at where the cable connections were they would be going to the gym at West. She would be talking with ComCast as to the cost of stringing wires across the street to the athletic fields. She is not sure they would have to go underground. Comm. Ouellette asked if the auditorium would also be hooked up. Dr. Sullivan said "the cost of this would mean ComCast bringing things to a point at the school and then the school itself could wire from the gym to the auditorium."

Comm. Ouellette asked a question regarding the student physical exam policy. He asked whether the concern if an exam would be cost prohibitive for a family had been brought up by the Committee. Vice Chair Stewart said "yes, it was. Dr. Campbell would appreciate sharing with the Full Board the provisions that have been made for that." Dr. Campbell came forward. She said that whenever possible they try to link a child with Medicaid. There is a case manager for a program called HealthLink that will actually assist families in completing applications and if necessary in securing financial documents and actually mailing them for submittal to Medicaid. For folks who aren't eligible for Medicaid they hook them up with another Statewide program called Health Access Network. That program is a financial-assistance program that provides families with a sliding-scale fee based on service that they receive. In addition there are providers in the Community who are part of HealthLink which is a Community-wide project that is in its 2nd year. There are providers who are willing to accept charity-care patients. There are 15 providers who have agreed to do that. Comm. Ouellette said "so there are options for families who may not be able to afford the exams." Dr. Campbell agreed.

Comm. Herbert asked "this doesn't have anything to do with inoculations or anything does it? We won't be admitting people into our public school system who are not inoculated?" Dr. Campbell said "this is distinct from the immunization requirements. The immunization requirement right now focuses primarily on entry into the District not with 6th and 9th grade. We did discuss that there are some new teen vaccines that we would like to promote and encourage parents and families to get. Those are primarily targeting our 11-12 year olds. The children would not be excluded from school and there is no mechanism for enforcement around that." Comm. Herbert asked "if we get an immigrant population and someone comes in from some other part of the world, do they go through the inoculations?" Dr. Campbell said "yes." Comm. Herbert said "OK so this doesn't exempt anyone?" Dr. Campbell said that was correct.

Mayor Guinta called for the vote on the motion. The motion passed by unanimous vote.

Vice Chair Stewart said that the Coordination Committee would meet on July 19 at 7:00p.m. That is a change from the normal meeting time.

Curriculum & Instruction Committee—Katherine Labanaris, Chair

Comm. Labanaris said that the C & I Committee had 2 meetings in June. There was a special meeting on the secondary language arts curriculum for grades 6 through 12. Leila Duffy, the chairman of the committee presented the document and afterwards the C & I Committee members asked specific